



Department of Accounts Charge Card Bulletin

October 12, 2006

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Charge Card Administration

Contact Us

CCA:

Phone: 804-371-4350

Fax: 804-786-9201

cca@doa.virginia.gov

CCA Projects:

Valerie J. Smith

Asst Director, Charge Card
Administration

804-371-7804

Valerie.Smith@doa.virginia.gov

Under Direction of:

Lora L. George

Director, Payroll Operations and
Charge Card Administration

804-225-2245

Lora.George@doa.virginia.gov

1099 Query in SAM

As discussed during Statewide Training, there is a new Public Query in SAM to assist staff in pulling data on PCard spend for possible 1099 vendors. A PowerPoint presentation is available which shows how to run the query as well as additional 1099 resources available. This presentation can be obtained by emailing cca@doa.virginia.gov.

New Scam Emails

There are two new scam emails circulating to cardholders at this time. First is one from GE Money Card asking the cardholder to update their profile by clicking on a link. This is NOT from GE and cardholder should delete this email. The second email is from Pay Pal asking you to update your account information. This is a scam email and should also be deleted.

As always, if you receive a call from someone asking for your card data, always get their name and number they are calling from and inform them you will call back. For PA's, they can call the PA number and cardholders can call the number on the back of their card to ensure you are calling and speaking to a GE Representative.

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.

Turbo File Deadlines

Just as a reminder that Turbo files are processed every day excluding State holidays at 2pm. Please ensure that your files are completed according to the instructions provided to you. Please email the files to cca@doa.virginia.gov for processing.

If you submit a file after 2pm, it will not be processed until the next business day after 2pm. If you have a request for a card which must be rushed, please clearly state that in the email with the file and we can expedite the processing.

Crucial Dates

November 1st

Monthly SAM Training

November 8th

Monthly PA Call

November 12th through 15th

DGS/DPS Public Procurement Forum at the Hotel Roanoke

December 6th

Monthly SAM Training

December 13th

Monthly PA Call

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