



# Department of Accounts Charge Card Bulletin

February 16, 2007

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Charge Card Administration

## Contact Us

### CCA:

Phone: 804-371-4350

Fax: 804-786-9201

[cca@doa.virginia.gov](mailto:cca@doa.virginia.gov)

Valerie J. Smith

Asst Director, Charge Card  
Administration

804-371-7804

[Valerie.Smith@doa.virginia.gov](mailto: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](mailto:Lora.George@doa.virginia.gov)

## Enterprise Contract & PCards

Guidance was issued recently to all Program Administrators and backups for both the PCard and Travel Card programs on how agencies can utilize paying for rentals on the State Rental Car Contract with Enterprise Rental Car. There are 3 ways to pay for Enterprise rentals on the State contract:

1 - Agencies can set up a Direct Bill option with Enterprise to use a PCard as the form of payment. This means that when an agency's traveler goes to pick up a car they will not have to present a form of payment when they pick up or return the car. The PCard that is provided to Enterprise will be charged for every rental on that account.

*Please note that a PCardholder who is traveling **CANNOT** use their PCard to pay for any car rental.*

2 – Agencies can have their Travelers use their State Travel Card as the form of payment for the rental. The traveler would submit the charge on a Travel Reimbursement form to get reimbursed by the Agency for the expense.

3 – Agencies can have their Travelers use a personal form of payment, i.e. their personal credit card or other means. They would submit the charge on a Travel Reimbursement form to get reimbursed by the Agency for the expense.

A more detailed description of the guidance can be obtained by emailing [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov). This will be updated in the new release to CAPP Topic 20355.

## Hotels & PCards

Guidance was also recently issued to all Program Administrators and backups for the PCard and Travel programs on a new option to utilize PCards under **certain** circumstances to pay for overnight hotel accommodations.

An agency must communicate to DOA their election to participate prior to using a PCard to pay for overnight hotel accommodations following the criteria identified in the guidance. The criteria is listed below:

## Crucial Dates

### February 19th

DOA Closed

### March 7<sup>th</sup> at 10am

Monthly SAM Training

### March 14<sup>th</sup> at 10am

Monthly PA Call

### March 16<sup>th</sup> at 10am

New PA Training Webex

### March 21-23

VAGP Spring Conference

Lynchburg, Virginia

### April 4<sup>th</sup> at 10am

Monthly SAM Training

### April 11<sup>th</sup> at 10am

Monthly PA Call

## GE Contact Information

### Customer Service for PA's

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

Phone: 1-866-843-1368 option 1

### Help Desk for PA's with SAM

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

Phone: 1-866-843-1368 option 3

### Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

Agencies can elect to identify key personnel charged with making travel arrangements for agency staff to use their PCard on which to charge overnight hotel accommodations. While the Program Administrator may provide the exception, DOA must be informed via an email to [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov). The individual making the reservation must contact an individual at the hotel location to verify:

- a. The hotel location is willing to accept a corporate paid card as the form of payment for **only** the hotel room and applicable taxes.
- b. The hotel **does not** require a card imprint on file for card being used for the hotel room and applicable taxes.
- c. The hotel **does not** require a faxed or mailed copy of the card.
- d. The hotel can accommodate another form of payment for all incidentals for the traveler (i.e. room service, phone calls, internet, movies, etc).

If all of these items can be met according to the staff at the hotel location, then the charge can be placed on the SPCC. The name of the individual with whom the cardholder spoke must be documented to include the date and time.

For a copy of the guidance, please email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov). This will be updated in the new release of CAPP Topic 20355.

## 2007 New Annual Online Trainings

Below are the new Trainings that will be making their debut shortly. The trainings from last year are also going to be updated but we wanted to let you know the new ones for this year. A new Bulletin will be released when they are available online and the applicable due dates:

- **Purchase Card Program**
  - Purchase Card PA Training – Refresher
    - All existing PA's can take this as long as they have taken the 2006 training
  - PCardholder Training
    - All PCardholders must take training each year – your agency can use this one online or request DOA to send it to you so you can add additional agency specific data.
  - Gold Cardholder Training
    - All Gold Cardholders will be required to take this training

- **Travel Card Program**

- Travel Card PA Training – Refresher
  - All existing PA's can take this as long as they have taken the 2006 training
- Travel Cardholder Refresher Training
  - All Travel cardholders who have taken the 2006 training can take this refresher version
- Agency Travel Cardholder Training
  - All ATC Cardholders need to take this training

## Reminder! New PA Training Webex

We will hold a new PA Training Webex session on Friday March 16<sup>th</sup> from 10am to 12 noon. This training is for all new PA's and backups as well as open for any existing PA who may want a refresher.

This training is more in depth than the SAM refresher training each month since it will cover the abilities that PA's have online in NetService. An invite will be sent out to all approximately 2 weeks prior to the training with log on information. The training is scheduled for 2 hours to allow time for Q&A, but it normally lasts about one and a half hours. Contact DOA at [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) for more information.