



# Department of Accounts Charge Card Bulletin

January 24, 2008

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## In This Issue

- 2008 Trainings and Due Dates

## Category of Links

Charge Card Administration

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## 2008 Trainings and Due Dates

The new trainings for 2008 are now available on the web. All the trainings are listed under the applicable program (Purchase Card or Travel) and the link for Training.

Please proceed to the following link to navigate to the trainings:

[http://www.doa.virginia.gov/General\\_Accounting/Charge\\_Card/Charge\\_Card\\_Main.cfm](http://www.doa.virginia.gov/General_Accounting/Charge_Card/Charge_Card_Main.cfm)

### **Click on the Program you need:**

- Purchase Charge Card Program; or
- Travel Charge Card Program

Then click on the Training link on the right side of the page.

### **Purchase Charge Card Program Training**

#### Program Administrators:

New PA's (those who have not taken the online training) must take the training for **new PA's** (approx 45 minutes)

Existing PA's (who have taken the online training before) can take the **refresher** training (approx 30 minutes)

All PA's regardless of the training will have to email DOA's Charge Card Administration Team to receive credit for taking the training.

#### Supervisor/Reviewer Training:

All Supervisor/Reviewers of all PCard logs must take this training (approx 10 minutes)

They will email **you the PA** the secret word for credit for taking the training.

#### SPCC Cardholder Training:

All PCardholders must receive training each year. This is a new training provided by DOA to assist agency's in training their cardholders. Program Administrators can choose to send your cardholders to use this training and they will email you the code for receiving credit (approx 10 minutes) ; or

You can decide to request this training in PowerPoint from DOA and you can add information to this training to personalize it to your Agency's internal policies and procedures. You cannot remove data from this but can add your agency specific data.

## Crucial Dates

February 6<sup>th</sup> at 10am

SAM Refresher Training

February 13<sup>th</sup> at 10am

Monthly PA Call

February 15<sup>th</sup> at 11:59pm

Cycle Closes

February 18<sup>th</sup>

DOA Closed

March 5<sup>th</sup> at 10am

SAM Refresher Training

March 12<sup>th</sup> at 10am

Monthly PA Call

March 17<sup>th</sup> at 11:59pm

Cycle Closes

## GE Contact Information

### Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

### Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

### Customer Service for Cardholders

Phone: 1-866-834-3227

Overseas Collect:

801-464-3232

### GOLD Cardholder Training:

All Gold Cardholders will be required to take training but it will be released in March 2008. DOA will contact all GOLD cardholders with instructions on taking this training when it is released.

### Travel Charge Card Program Training

#### Program Administrators:

New PA's (those who have not taken the online training) must take the training for **new PA's** (approx 40 minutes)

Existing PA's (who have taken the online training before) can take the **refresher** training (approx 30 minutes)

All PA's regardless of the training will have to email DOA's Charge Card Administration Team to receive credit for taking the training.

#### Supervisor/Reviewer Training:

All Supervisor/Reviewers of all Airline Travel Card logs must take this training (approx 10 minutes)

They will email you the PA the secret word for credit for taking the training.

#### Individual Liability Travel Cardholders:

All New Travel Cardholder's (those who have not taken the online training) must take the training for **new Travel Cardholder's** (approx 20 minutes)

Existing Travel Cardholder's (who have taken the online training before) can take the **refresher** training (approx 10 minutes)

All Travel cardholder's regardless of the training will have to email you the PA to receive credit for taking the training.

#### Airline Travel Cardholder Training:

All Airline Travel Cardholders will be required to take this training. Travel Program Administrators must instruct their ATC cardholders to take this training and have them send you the secret codes (approx 10 minutes).

### **All of these trainings must be completed no later than June 30, 2008.**

The following certifications are due to the Charge Card Administration Team **no later than June 30, 2008:**

- Annual Supervisor/Reviewer Training Certification
- Annual Travel Cardholder Training Certification
- Annual Purchase Cardholder Training Certification