



# Department of Accounts Charge Card Bulletin

February 8, 2008

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## Annual SPCC Cardholder Review

DOA's Charge Card Administration Team is sending a friendly reminder that the annual SPCC cardholder review must be performed and a certification form must be sent to DOA certifying the completion by each state agency. We will allow the Program Administrator or the Supervisor to perform this review. The Certification form must be submitted by the Program Administrator (PA) to DOA. The new Certification form is available on the web. The change from last year's form is that PA's no longer has to provide card counts. PA's are entrusted to maintain on file the backup documents to support the annual review plus any documentation on any limit changes based on the review in case of inquiry from DOA, APA or Internal Audit.

This review must be done covering a period of 12 consecutive months. The review does not have to be based on a Fiscal Year, you can choose any 12 consecutive month periods to review (i.e. January through December 2007) and submit a Certification for that time period. Then in subsequent years you must maintain that same review period (i.e. January through December 2008). This should allow PA's the ample time for analysis and submission of the Certification before Fiscal Year End crunch time.

**SPCC Cardholder Review Certification Due by June 30th**

## New - Annual Travel Cardholder Review

DOA's Charge Card Administration Team is communicating a new requirement beginning in 2008 that an annual Travel Cardholder review must be performed on all Travel cards (Agency Airline and Individual Liability) and a certification form must be sent to DOA certifying the completion by each state agency. We will allow the Program Administrator or the Supervisor to perform this review. The Certification form must be submitted by the Program Administrator (PA) to DOA. The new Certification form is available on the web. PA's are entrusted to maintain on file the backup documents to support the annual review plus any documentation on any limit changes based on the review in case of inquiry from DOA, APA or Internal Audit.

This review must be done covering a period of 12 consecutive months. The review does not have to be based on a Fiscal Year, you can choose any 12 consecutive month periods to review (i.e. January through December 2007) and submit a Certification for that time period. Then in subsequent years you must maintain that same review period (i.e. January through December 2008). This should allow PA's the ample time for analysis and submission of the Certification before Fiscal Year End crunch time.

**Travel Cardholder Review Certification Due by June 30th**

## Annual Multiple Cards Exception

DOA's Charge Card Administration Team is sending a friendly reminder that the annual Multiple Card Exception Certification form must be sent to DOA certifying the completion by each state agency. A change to the form for this year is that PA's no longer have to detail the card numbers, cardholder names and purpose to be sent to DOA. The PA's should still review, request and gather this data from the cardholders and supervisors but they are to maintain that data on file. The PA would then just complete the Certification form to DOA certifying completion of the review and staff who have more than one card issued to them have a valid business reason to have multiple cards. Also, the cumulative totals of each transaction limit does not exceed \$5,000 and cumulative totals of the credit (monthly) limits does not exceed \$100,000. The new Certification form is available on the web. PA's are entrusted to maintain on file the backup documents to support the annual review plus any documentation on any limit changes based on the review in case of inquiry from DOA, APA or Internal Audit.

This review must be done once every 12 consecutive months. The review does not have to be based on a Fiscal Year, you can choose any point in a 12 consecutive month period to perform the review (i.e. as of January 1 2008) and submit a Certification for that time period. Then in subsequent years you must maintain that same review period (i.e. as of January 2009). This should allow PA's the ample time for analysis and submission of the Certification before Fiscal Year End crunch time.

### **Multiple Card Exception Certification Due by June 30th**

## Training Certifications

DOA's Charge Card Administration Team is sending a friendly reminder that the annual Training Certifications are due no later than June 30<sup>th</sup>. A change to the forms for 2008 is that the PA no longer has to list card counts. We are entrusting that the PA maintains on file the documentation from cardholders and supervisors to support the certification being sent to DOA. These forms are available on the Charge Card Administration Webpage under Forms. The Certifications which are due by each state agency is listed below.

- SPCC Cardholder Training
- Travel Cardholder Training
- Supervisor/Reviewer Training

### **Due No Later than June 30th**

### Crucial Dates

**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