

Corporate Card Services

Helpful Hints

Corporate Card Services Contact Information

Thelam Stockton, Program Administrator (Phone: 828-4232)

David Zoll, Assistant Program Administrator (Phone: 628-2886)

Email: CorpCard@vcu.edu

Common Compliance Findings - Listed below are common errors found by the Program Administration Team (PAT) during compliance reviews:

- **Missing receipts** - Supporting documentation (receipts, invoices, packing slips, memos, attendee lists, etc.) must be kept with P-card logs for audit purposes.
- **Cardholder and Approver failing to sign and date log/statement** - Log sheets must be signed and dated by both the cardholder and approver before receipt of the following month's statement even during months when no activity occurs.
- **Reconciliation not completed timely** - Reconciliations must be completed in a timely manner to allow enough time for the log to be reviewed, signed and dated by both the cardholder and approver before receipt of the following month's statement.
- **Failure to enter nonexempt p-card transactions in eVA** - All nonexempt P-card transactions **MUST** be entered into eVA by either the cardholder or fiscal staff. It is the responsibility of each cardholder to ensure that his or her transactions are being entered into eVA.

Common Procurement Violations

- **Card Sharing:** Giving your card or account information to another individual to place an order, or entering your card information into someone else's eVA account.
- **Splits:** Making multiple transactions for a purchase to circumvent the established transaction limit on your account.
- **Over the Limit:** Exceeding your credit limit.
- **Card Security:** Faxing, scanning, emailing, or mailing your full account number is prohibited. Making a photocopy of your card or leaving your card or statements in an unlocked file drawer is also prohibited.

Non-Allowable Expenditures

- You may **NEVER** purchase Gift Certificates or Gift Cards with your P-card.
- You may **NEVER** purchase personal items with your P-card.
- Non-Allowable on 1-ledger (State Funds): Bottled water, alcohol, coffee, flowers, gifts, and charges associated with staff functions.

Bank of America and the Works Application

- You can access the Bank of America Works system at <http://payment2.works.com>
- Login credentials: P-card username (236_First_Last); Travel Card username (email@vcu.edu)
- If you get locked out of your account email CorpCard@vcu.edu. Do not contact Bank of America.
- Do not register for Payment Center if you have a P-card. By registering for Payment Center you automatically opt out of receiving paper statements.

Helpful Links

- The **eVA exempt list** is located at the following link: <http://www.vcu.edu/procurement/evaexemp.htm>
- Statement Cycle Dates are located at the following link: http://www.doa.virginia.gov/General_Accounting/Charge_Card/Purchase_Charge_Card_Main.cfm

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Helpful Reports

Accessing Monthly P-Card Statements - Cardholders will not receive paper statements in the mail for cycles where no activity occurs, however cardholders must still reconcile p-card accounts during these cycles. To do this you must log into Works, print a memo statement (see instructions below), and attach it to a log showing no activity. This log sheet must be signed and dated by the cardholder and approver prior to the receipt of the following month's statement.

1. Log into <http://payment2.works.com>
2. On the left hand side click on **Reports > + Reports >** select **Spend Reports**
3. Click on the drop down bar (Please select a report template) and select "**Choose from all available templates**"
4. A separate box will open, select the radio button to the left of the name **SPCC, Gold, and ATC Memo Statement** - The report is already formatted to default to the previous billing cycle. If you need to run a different cycle, you can click on the **Date** box and select the dates needed.
5. Go down to the bottom of the page and click **-Submit Report**. You will be prompted to save or download the report.

Account Code Mapping - With the transition to Bank of America some P-card transactions will be posting to account codes other than the default p-card account code (620002). These transactions are posting to alternative account codes based on the merchant category coding (MCC) of the vendor. This process is completely automated and was put in place to reduce the number of transactions posting to the default p-card account code and to reduce the amount of monthly journal vouchers required by fiscal staff. The following report was created to help determine which account code p-card transactions are posting to and aid fiscal staff in assuring that transactions are coded to the correct account. This report will include a column named **GL: Account** showing the account code associated with each transaction.

1. Log into <http://payment2.works.com>
2. On the left hand side click on **Reports > + Reports >** select **Spend Reports**
3. Click on the drop down bar (Please select a report template) and select "**Choose from all available templates**"
4. A separate box will open, Select the radio button to the left of the name **FA Account Code Report** - The report is already formatted to default to the previous billing cycle. If you need to run a different cycle, you can click on the **Date** box and select the dates needed.
5. Go down to the bottom of the page and click **-Submit Report**. You will be prompted to save or download the report.