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ePRINT BUDGET REPORTS

FGRBDSC and FGRODTA reports are now available on e-Print at <https://eprint.adm.vcu.edu/cgi-bin/eprint.cgi>.

As you review the reports you may have questions concerning the data contained within them. Please briefly outline your questions on a Financial Inquiry and forward directly to the appropriate department via e-mail, fax, or campus mail. Remember that you can check the status of deposits or disbursements through the on-line inquiry screens.

WINTER CLOSING PAYMENT PROCESSING SCHEDULE

All paperwork must be submitted to Accounts Payable by 4:30 p.m. on Monday, December 8, 2008 in order for transactions to be processed before Winter Closing. Accounts Payable will make every effort to process all travel reimbursements, independent contractor agreements, personal reimbursements, post docs, revenue refunds, and invoices received by that date before Winter Closing, provided all appropriate documentation is received and the receiving information is entered in Banner.

If you have any questions regarding the Winter Closing processing schedule, please contact Casandra Townsend (cftownse@vcu.edu) at 828-1076.

CHARGE CARD TRANSITION 2009

The GE MasterCard charge card program will transition to a new VISA program offered by Bank of America. The Program Administration Team is working with Department of Accounts on the implementation. The goal is to keep cardholders informed throughout the process and to provide a smooth transition to the new program. The date set for full implementation is February 28, 2009.

Updates to the status of this transition will be posted on the website at: <http://www.vcu.edu/procurement/cctransition.htm>.

Please contact the Program Administration Team at: corpcard@vcu.edu if you have any questions.

FRAUDULENT ACTIVITY

It's very important to monitor your transactions closely because of an increase in fraudulent activity during this time of year. You can monitor your transactions by accessing Netserviceaccess.com. If you find any



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discrepancies please call the number listed on the back of your card immediately. You should also contact the Program Administration Team at mcorpcard@vcu.edu

ANNUAL TRAINING FOR PURCHASE CARDHOLDERS AND REVIEWERS

All P-card cardholders and their supervisor/fiscal authority signing monthly statements are required to successfully complete the mandatory annual training. Within the next couple of weeks purchasing cardholders will receive an email from the Program Administration Team requesting the name and email address of the person responsible for reviewing and signing your purchase card statement. A prompt reply would be greatly appreciated and would help ensure all cardholders and their supervisor/fiscal authorities are notified when training is required.

MILEAGE RATE DECREASE

Effective January 1, 2009, the standard mileage rate will be reduced to **.55/mile** for the use of a personal vehicle for all travel. This is a change from the current rate of .585/mile. The reduced rate of .246/mile remains unchanged. All other mileage rules will continue to apply. Questions? Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078.

TRAVEL TRAINING CLASSES

Due to the upcoming winter closing, monthly training classes will not be held in December. Classes will resume in January. If you have questions concerning travel or moving and relocation prior to the January classes, please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078.

The January Beginning Travel Training Class will take place on Wednesday, January 14, 2009 from 8:30 a.m. – 12 p.m. Please bring a calculator. The basics of policy will be addressed along with common pitfalls experienced when processing travel. Examples will also be worked through as a group to get some experience with real world simulations.

January's Moving and Relocation Training class will take place on Thursday, January 15, 2009 from 9:30 a.m. – 12 p.m. This 2 ½ -hour class covers the basics of Moving and Relocation policy as well as the particulars about how to complete a Moving and Relocation reimbursement package. The training session is excellent for the beginner, but also serves as a good refresher course for the person experienced in the preparation of Moving and Relocation.

NEW USPS SHIPPING PRICES IN JANUARY

This is the first time the Postal Service is adjusting prices for its shipping services on a different schedule from its mailing service price adjustments.

Pricing for shipping services — Express Mail, Priority Mail, Parcel Select, Parcel Return Service, and some international products — will change January 18, 2009.



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As an example, overall, shipping services prices will increase an average of 5 percent. The following table denotes the average price change for various shipping services.

Service	Average Price Change
Express Mail	5.7%
Priority Mail	3.9%
Parcel Select	5.9%
Parcel Return Service	5.3%
International Shipping Services	8.5%

Price changes for other mailing services, including stamp prices, will be announced in February, and will be effective in May 2009.

For more information, go to <http://www.usps.com/prices>.

NEW UNIVERSITY STATIONERY CONTRACT

The new university stationery contract has been awarded to B&B Printing, a Richmond-based printer. The contract will have several new features, including a more comprehensive online ordering system, an eVA Punchout catalog, and enhanced local customer service support. Rollout of the new site and training sessions will begin in January. Please watch for future updates in the Fiscal Administrators' Newsletter and the VCU TelegRAM. Please direct any questions or concerns to stationery@vcu.edu.

WOMEN-OWNED TEMPORARY HOUSING FIRM

Priority Corporate Housing provides short-term housing in the greater Richmond area. DMBE certified as a women-owned business, Priority Corporate housing offers fully furnished apartments in either downtown or the Richmond suburbs. Go to their website at www.PriorityCH.com to see their selection. Contact Missy Wilder at 804.648.4663 ext 105 or e-mail mwilder@prioritych.com for more information.

