

### TOPICS

*ePRINT BUDGET REPORTS*

*CHARGE CARDS - FRAUD ALERT*

*CHARGE CARD TRANSITION TO BANK OF AMERICA VISA*

*RECYCLED COPIER PAPER*

*WOMAN-OWNED "GREEN" CONSULTING COMPANY*

*TRAVEL TRAINING CLASSES*

*TRAVEL - TRIP CALCULATOR*



### Procurement, Real Estate, and Insurance Services

#### ***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

#### ***CHARGE CARDS - FRAUD ALERT***

Beginning in mid-January a significant increase in fraudulent activity on charge cards has been reported. If you receive a call or email from GE's Fraud Detection team, please respond immediately. Call GE at the number on the back of your card (800-881-6439) and select option 2 to speak to a representative. Cardholders need to document the fraudulent activity (i.e. merchant, location, amount and post date) on an affidavit sent by GE. Please be sure to record this information when you are discussing the activity on your card with GE or VCU's Program Administration Team. In order to receive credit, you must promptly complete and return the affidavit sent by GE.

In addition, fraudulent activity should be reported to VCU's Program Administration Team immediately. Please call Thelma Stockton at 8-4232 or David Zoll at 6-2886. The Program Administration Team is strongly encouraging all cardholders to monitor their transactions by accessing [Netserviceaccess.com](http://netserviceaccess.com). Any discrepancies should be reported immediately to GE and VCU's Program Administration Team. Please remember that neither GE nor VCU's Program Administration Team will ever ask for your full account number.

#### ***CHARGE CARD TRANSITION TO BANK OF AMERICA VISA***

Information on the transition from GE MasterCard to Bank of America VISA is posted on the Purchasing website at: <http://www.vcu.edu/procurement/cctransition.htm> .

The GE MasterCards (travel and p-cards) will no longer be active after 2/28/09. Cardholders will receive emails from Bank of America and/or the VCU Program Administration Team with information on actions required to obtain a new card.

Questions can be directed to [corpcard@vcu.edu](mailto:corpcard@vcu.edu) or you may contact one of the Program Administrators, Thelma Stockton 8-4232 or David Zoll 6-2886.



**RECYCLED COPIER PAPER**

A reminder that Executive Order Number 48 addresses energy efficiency in state government. It states that the Commonwealth shall purchase only recycled paper except where equipment limitations preclude the use of recycled paper. Statistics on paper purchases from our major office supply providers indicate that VCU is not fully in compliance with EO48. Any department that is not using recycled paper must have documentation on file to support the equipment limitations precluding its use.

The Division of Purchases and Supply has two contracts which offer a variety of recycled paper for you to consider in order to fulfill the requirements of EO48: the fine paper and plain envelope contract (64601-09VAPP) and the palletized paper contract (E194-MA577-VAPP). Both are available from the contract section of the DPS/eVA home page. In addition, any office supply vendor can provide recycled paper.

If you have any questions regarding this requirement, please contact Betty Lowther at 828-5954 or [bmlowthe@vcu.edu](mailto:bmlowthe@vcu.edu)

**WOMAN-OWNED "GREEN" CONSULTING COMPANY**

Everything-Green, LLC, is a DMBE certified "woman-owned" business out of Virginia Beach, VA, that offers a broad range of "Green and Sustainable" consulting services and products, to include: floor covering; wall covering; plumbing; counters; water systems; wind power; solar power; recycling; and reducing products. For more information, visit the web site at [everythinggreenllc.com](http://everythinggreenllc.com); or contact Ms. Carolyn Josey at 757-592-7709 (T) / [everything-green@cox.net](mailto:everything-green@cox.net) (email). Note: The company is currently updating its eVA registration.

**TRAVEL TRAINING CLASSES**

The February Beginning Travel Training Class will take place on Thursday, February 5, 2009 from 8:30AM – 12PM. 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.

February's Refresher Travel Training class will take place on Thursday, February 19, 2009 from 8:30AM - 12PM. Come prepared with questions on policy or travel issues that you would like to have answered.

If you have questions concerning travel or the travel classes prior to the February dates, please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078.

**TRAVEL - TRIP CALCULATOR**

The trip calculator has been updated with current mileage rates of \$.55/mile. The new link is:

<http://www.dgs.state.va.us/LinkClick.aspx?fileticket=%2fuCSDMgWxFs%3d&tabid=166&mid=537>

Questions? Please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078.

