

### TOPICS

*ePRINT BUDGET REPORTS*

*COPIER INFORMATION*

*GE MASTERCARD*

*FRAUDULENT ACTIVITY*

*BANK OF AMERICA (BOA) VISA*

*BANK OF AMERICA WORKS SYSTEM*

*RECURRING CHARGES*

*ANNUAL TRAINING FOR PURCHASE CARDHOLDERS AND REVIEWERS*

*eVA PCARD ORDERS FOR NON-REGISTERED VENDORS*

*TRAVEL TRAINING AND CONFERENCE BASICS: A-Z CLASSES*

*NEW LINKS ON ACCOUNTS PAYABLE & SUPPORT SERVICES WEBSITE*

*DIRECT BILL HOTELS INVOICES*

*DIRECT BILL FOOD INVOICES*

*MAIL SERVICES PRICES*

*MINORITY-OWNED AUDIO VISUAL FIRM*



### 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.

#### **COPIER INFORMATION**

When a new rental or purchase copier is installed the department has a 30 day test period. The department should immediately report to the vendor any problems during the test period and keep documentation of all your correspondence. A new machine should be requested if the problem is not resolved promptly.

In general, service requests should be called in to the vendor as soon as they are detected. If the vendor does not respond promptly (i.e. within 4 hours), a follow up call should be made each day until the issued is resolved. Maintaining documentation of all contact with the vendor is important. If the vendor is not responsive to your requests, please contact John Hornback at [jhornback@vcu.edu](mailto:jhornback@vcu.edu) or 628-2878..

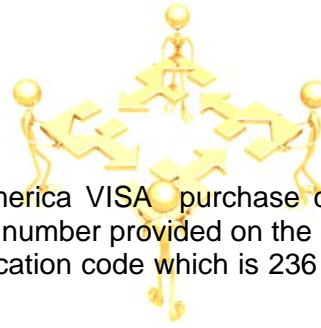
#### **GE MASTERCARD**

- Effective 2/28/09 the contract with GE MasterCard ended. Accordingly, all cards were cancelled and should be disposed of immediately. Cardholders can still access [Netserviceaccess.com](http://Netserviceaccess.com) to review their MasterCard statements.
- Information on the transition from GE MasterCard to the Bank of America VISA is available at: <http://www.vcu.edu/procurement/cctransition.htm>

#### **FRAUDULENT ACTIVITY**

It is very important for cardholders to closely monitor GE MasterCard transactions because of an increase in fraudulent activity during the period 12/15/08 through 2/28/09. You can monitor your transactions by accessing [Netserviceaccess.com](http://Netserviceaccess.com). If you find any discrepancies please contact the Program Administration Team immediately at [corpcard@vcu.edu](mailto:corpcard@vcu.edu).





### ***BANK OF AMERICA (BOA) VISA***

Effective March 1, 2009 cardholders must use their Bank of America VISA purchase card for goods and services. To activate your Corporate Purchasing card call the 888 number provided on the sticker on your new card. Enter your 16 digit account number and the nine digit verification code which is 236 and your birth date (Example: 236022750).

### ***BANK OF AMERICA WORKS SYSTEM***

During the week of March 2, 2009 cardholders will receive a Welcome email from Bank of America on how to access the Works system to view p-card statements. A separate email for travel cardholders will follow. Please do not delete the email. Cardholders must have the email to gain access to Works. If you have deleted the email, please notify [corpcard@vcu.edu](mailto:corpcard@vcu.edu) and a new email will be sent.

### ***RECURRING CHARGES***

If you have any vendors that are processing recurring charges on your card you must contact the vendor and provide them with your new VISA card information. If you are an eVA PCard user, please log into eVA at <http://www.eva.virginia.gov/> and follow the directions provided in the Knowledge Center for handling your new PCard information in eVA.

### ***ANNUAL TRAINING FOR PURCHASE CARDHOLDERS AND REVIEWERS***

All cardholders and reviewers will soon be receiving an email from the Program Administration Team ([corpcard@vcu.edu](mailto:corpcard@vcu.edu)) prompting you to complete the annual training. In addition to completing the training, each cardholder must also submit a new Corporate Purchasing Card Employee Agreement Form for existing and new accounts. Information related to Corporate Purchase Card Employee Agreement form is located at: <http://www.vcu.edu/procurement/CorporatePurchasingCardAgreement.pdf>.

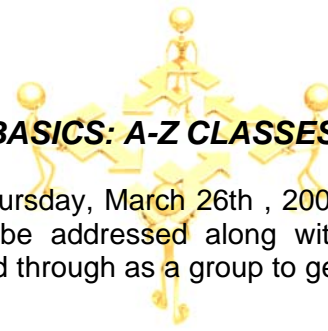
### ***eVA PCARD ORDERS FOR NON-REGISTERED VENDORS***

A new enhancement has been added to eVA effective February 27th. When ordering from a non-registered Vendor you will be able to select to use your PCard through eVA and get a PCO for the order. This means you will not have to do an encumbrance removal on this non-registered Vendor PCard orders. Upon submitting the PCard order in eVA you will receive a warning asking if you would like to submit your order using the PCard if you wish to do so click submit or otherwise de-select your PCard checkbox to have them paid by check.

Please do not go back to old orders and change them from DO's to make them PCO's. This change is effective for new non-registered vendor PCard orders only. Remember that you will still have to contact these non-registered Vendors and give them your credit card information since the order is not electronic.

If you have any questions please contact Patricia Shazer 828-5067, [plshazer@vcu.edu](mailto:plshazer@vcu.edu), Lauren Franks 828-5063, [lfranks@vcu.edu](mailto:lfranks@vcu.edu), or Sarah O'Neill 828-5056, [sdoneill@vcu.edu](mailto:sdoneill@vcu.edu).





## **TRAVEL TRAINING AND CONFERENCE AND MEETING BASICS: A-Z CLASSES**

The March Beginning Travel Training Class will take place on Thursday, March 26th , 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.

Conference and Meeting Basics: A-Z will be offered on Tuesday April 21st , 2009 from 8:30 a.m. – 12 p.m. This class will focus on the planning, contract negotiation, payment, and supplemental documentation necessary for meetings and conferences. The class will attempt to provide guidance from start to finish on what responsibilities belong to the department versus Procurement & Payment. This is an excellent class for the beginner, but also serves as an excellent refresher and clarification course for the experienced conference and meeting planner.

If you have questions concerning travel or conferences and meetings prior to the class offerings, please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078.

## **NEW LINKS ON ACCOUNTS PAYABLE & SUPPORT SERVICES WEBSITE**

In order to help facilitate the easy processing of travel reimbursements, three new links have been added to the Accounts Payable & Support Services Website. The additional links are as follows:

- ***DGS Trip Calculator***

A print out of the trip calculator must be included for every trip in which >100 miles is driven in one day.

- If the trip calculator shows that it is more cost beneficial to use a personal vehicle for the trip, the employee should print a copy of the screen and attach it to the Travel Expense Reimbursement Voucher (TERV) in order to be reimbursed at the current IRS rate per mile. If the trip calculator documentation is not attached to the TERV then mileage reimbursement will be at the rate of .246 per mile.
- If the calculator shows that use of a rental vehicle is more cost effective, the traveler should utilize the Commonwealth of Virginia contract (CV23601).
- In the event of emergency travel (less than 24 hours notice), the traveler is still required to go through the process above and attempt to acquire a vehicle through Enterprise Leasing. If Enterprise Leasing cannot fulfill the request the traveler must print the screen from Enterprise Leasing that documents a vehicle was not available. In order to be reimbursed at the current IRS rate, the traveler must include with the TERV the non-availability documentation and a statement from the V.P. or designee stating that the travel was an emergency.

- ***Foreign Per Diem Rates***

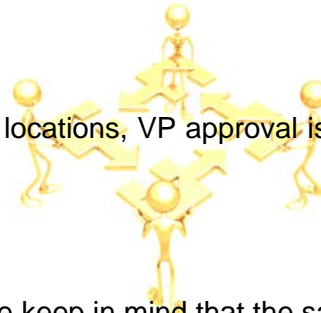
- Printouts of appropriate rates for the time of travel must be attached to the travel voucher for reimbursement.
- Breakdowns of per diems showing amounts for breakfast, lunch, dinner and incidentals can also be found at this website. This is useful for backing out meals that have been provided for a traveler on their behalf.

- ***Per Diem Rates for U.S. Locations Outside the 48 Contiguous States***

- Printouts of appropriate rates for the time of travel must be attached to the travel voucher for reimbursement. This includes locations such as Alaska, Hawaii, Puerto Rico, and the U.S. Virgin



Islands. Keep in mind, due to the "foreign" status of these locations, VP approval is necessary prior to travel.



### ***DIRECT BILL HOTELS INVOICES***

In order to expedite the payment process of direct bill hotels, please keep in mind that the same documentation is required for hotels regardless of the format in which they are submitted for payment.

- Designee approval for overnight lodging
- Detailed, itemized hotel folio (invoice)
- Business justification for internet or phone expenses
- Cost justification if the room rate exceeds the allowable state rate
- VP approval and local funds for any overages exceeding 150% of the allowable state rate
- Local funds for room service or direct billed food items

Please make sure that all documentation is sent to Accounts Payable along with an original invoice. In order for payments to cut on the designated due date, verify that your department has completed a receiver in Banner prior to sending invoices to Accounts Payable.

### ***DIRECT BILL FOOD INVOICES***

Direct bill food invoices are evaluated on the basis of Business Meal policy. An invoice by itself does not provide sufficient information to process a food invoice. Additional documentation that must be submitted includes:

- A bona fide business purpose
- A list of the participants for the meal/event or if the event was open to the public, then please provide a copy of the invitation or ad used for event along with the approximate number of guests expected or approximate number of guests attended
- Date and location of the event
- Designee approval if any state or grant funds are involved
- Appropriate approval for alcohol if necessary (Monroe Park Campus – designee; MCV Campus- Dean)
- Local funds and VP approval if the meal/event is over 150% of the allowed state rate
- An original, itemized invoice

As with any EP, please make sure that your department has completed a receiver in Banner prior to sending to Accounts Payable. An incomplete or missing receiver will hole up the release of a processed payment.

### ***MAIL SERVICES PRICES***

**Mailing Services Prices Effective Monday, May 11, 2009**  
(extracted from USPS website February 11, 2009)

On May 11 the price for a 1-ounce First-Class Mail stamp will increase from 42¢ to 44¢. Prices for other mailing services — Standard Mail, Periodicals, Package Services (including Parcel Post), and Extra Services — will also change. The average increase by class of mail is at or below the rate of inflation as measured by the Consumer Price Index.

Prices for mailing services will continue to adjust each May. Prices for most shipping services, including Express Mail and Priority Mail, were adjusted in January and will not change in May.





To learn more about USPS price increases please visit <http://www.usps.com/prices/pricechanges.htm>.

Questions may be addressed to VCU Mail Services at 828-3868.

### ***MINORITY-OWNED AUDIO VISUAL FIRM***

Grand Inc. doing business as Audio Video Solutions, is a certified minority-owned firm located in Laurel, Maryland. This firm is a full service audio visual company providing solutions in the area of data, audio and visual support. Product line includes flat panel televisions/monitors and all associated audio equipment as well as the technological support to install and support the various solutions. Information is available at [www.completeaudioandvideo.com](http://www.completeaudioandvideo.com) or contact Dave Myers, 703-866-6086, [dmyers@completeaudioandvideo.com](mailto:dmyers@completeaudioandvideo.com).

