

### TOPICS

#### Procurement and Payment

*FBM090/91 Reports*

*Purchasing Charge Card Update*

*Travel Charge Cards*

*Travel Charge Card Updates*

*New E-mail Address*

*OfficeMax Corporate Credit Account*

*Toner Cartridge Telemarketers*

*Winter Holiday Closing*

*Drug Study*

*Updated Forms*

*Travel Training Class*



### Procurement and Payment

#### ***FBM090/91 Reports***

FBM090 and FBM091 reports are now available on e-Print at <http://iserver.adm.vcu.edu/reports/>.

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.

#### ***Purchasing Charge Card Update***

Because of delays from the Department of Accounts (DOA) in obtaining the new GE Purchasing MasterCard, AMEX Purchasing Cards **will not be cancelled on November 1, 2005**, but will be extended until December 1, 2005. DOA indicates that cardholders should have their new GE Purchasing MasterCards by mid-November.

Procurement and Payment will inform the University-community of additional details and provide a definitive date for the new charge card once it becomes available from DOA. If you have any questions please contact Thelma Stockton at [thstockt@vcu.edu](mailto:thstockt@vcu.edu) or 828-1077, ext. 153.

#### ***Travel Charge Cards***

Some AMEX Travel Cardholders may have recently received their new GE Travel MasterCard. The initial cancellation date for the AMEX Travel cards was November 1, 2005, however, because of the delays in obtaining the new GE Travel MasterCards, Procurement and Payment will not be cancelling the AMEX Travel card until December 1, 2005. This extension is granted to ensure that all current AMEX Travel Cardholders receive their new GE Travel MasterCard prior to cancelling their AMEX Travel card.

Cardholders must activate their GE Travel MasterCard upon receipt. To activate the GE Travel MasterCard, cardholders must call the domestic contact number at 1-866-834-3227 (internationally they should call collect at 801-464-3232). Both numbers can be found on the back of the new GE Travel MasterCard. Once the GE MasterCard is activated, please cut up/destroy the AMEX Travel card.

All remaining active AMEX Travel cards will be cancelled on December 1, 2005. Therefore, if you haven't yet received your new GE Travel MasterCard, and you will be on travel status during the time of this transition, it is extremely important to contact Thelma Stockton at [thstockt@vcu.edu](mailto:thstockt@vcu.edu), so that your AMEX Travel card will not be cancelled, but rather extended to accommodate your travel requirements. Please include in your e-mail the following:



Cardholder's name  
Duration of travel  
Requested date of AMEX card cancellation

Procurement and Payment will inform the University-community of any additional details as they become available. Any questions should be directed to Thelma Stockton at [thstockt@vcu.edu](mailto:thstockt@vcu.edu) or 828-1077, ext. 153.

### ***Travel Charge Card Updates***

Travel cardholders need to be aware that the ATM cash default limits have changed. The new limit for the GE MasterCard is **\$500 per billing cycle** instead of \$200 every seven days with AMEX. Also, there is a retail restriction on the travel card. The travel card cannot be used at retail establishments.

### ***New E-mail Address***

There is a new e-mail address to replace [amexcard@vcu.edu](mailto:amexcard@vcu.edu). It is [corpcard@vcu.edu](mailto:corpcard@vcu.edu). Should you have any questions regarding the Corporate Card Programs (travel or purchasing card), please e-mail [corpcard@vcu.edu](mailto:corpcard@vcu.edu). If you prefer to contact an individual, please call Thelma Stockton at 8-1077, ext 153.

### ***OfficeMax Corporate Credit Account***

If you received a credit card from OfficeMax, please destroy it immediately. These cards should not have been issued to VCU and Purchasing is working with OfficeMax to have all cards cancelled. VCU is only permitted to use the corporate purchasing card programs established by the Department of Accounts which is currently with AMEX (soon to be GE MasterCard). If you have any questions, please contact Betty Lowther at [bmlowthe@vcu.edu](mailto:bmlowthe@vcu.edu) or 828-5954.

### ***Toner Cartridge Telemarketers***

From time-to-time toner cartridge firms make direct contact with University Departments to offer their services and wares. Contact comes by way of a telephone call or fax notices. Some of these firms are perfectly legitimate companies that sell toner cartridges that can be used in many brands of copier and facsimile machines. Generally, the legitimate firms provide a sample list of products and prices or they simply suggest you give them an opportunity by calling for price and availability. There would be nothing wrong with conducting business with these firms, but we would caution and suggest you consider taking a few extra steps before you make a decision to purchase toner cartridges from these firms. A good indicator that the firm is legitimate would be their willingness to remove you from their fax mailing list or their willingness to accept "no thanks" as a response when they offer to sell you their toner cartridges. Check with Purchasing to verify whether or not your equipment purchase or lease comes with free or discounted toner cartridges or to ask whether or not there have been complaints against the vendor. Or if you prefer, contact your local copier/fax equipment representative and ask them if the telemarketer's prices and delivery terms are comparable to their prices and terms. Ask the telemarketing company whether their cartridges are new or remanufactured and what the warranty is for both. New cartridges will probably cost more and have a superior warranty. Ask the firm what their return policy is. Should you sense reluctance to be "up-front" or rushing you to complete the sale, be extra cautious, as their legitimacy or intentions may be suspect.



The unscrupulous telemarketers display some traits that should raise your antennas to avoid them. Some clues would be: Hard sell and pressure to buy immediately; unwillingness to be clear on the price, delivery, condition of cartridges, merchandise return and warranty terms; demanding pre-payment; unwillingness to share names and telephone numbers of other clients. If the firm's product or services prices and terms sound to good to be true, avoid them.

Contact Fred Delboy at 8-1077, ext. 111, or at [fddelboy@vcu.edu](mailto:fddelboy@vcu.edu) if you need assistance or have any questions as concerns telemarketers.

### ***Winter Holiday Closing***

When placing orders for delivery in December, please notify appropriate vendors if your building will not be accepting deliveries between December 21<sup>st</sup> and January 2<sup>nd</sup>.

Many vendors will offer price incentives for placing orders before the end of the calendar year. This is not a justification for a sole source, emergency procurement or expedited procurement process. Quotations from vendors should be valid for at least 30 days. If you are getting a quotation in December, you may want to request the vendor to hold the pricing for a longer period of time to ensure the appropriate procurement process can take place. Please submit your approved requisitions timely so the Purchasing staff has sufficient time to process your requirement. If you have any questions about procurement leadtime, please contact Betty Lowther ([bmlowthe@vcu.edu](mailto:bmlowthe@vcu.edu) or 828-5954).

### ***Drug Study***

All departments that have made payments to drug study participants for the calendar year ending December 31, 2005, are asked to turn in that payment information to Accounts Payable no later than Thursday, **December 15, 2005**. The payment information is needed in order for federal form 1099 to be prepared if applicable. If you have any questions, please call Margaret Wright at 8-1077, ext. 132.

### ***Updated Forms***

Many of the standard forms used by Accounts Payable have been updated and are now available on Procurement and Payment's website. Some of the forms that can be found there are the Travel Reimbursement Voucher, Personal Service Agreement, and Moving and Relocation forms. The link to the website is: [http://www.vcu.edu/procurement/e\\_forms.htm](http://www.vcu.edu/procurement/e_forms.htm).

### ***Travel Training Class***

The last manual travel class for 2005 will take place on Wednesday, November 16<sup>th</sup> from 9:00 AM until noon in Conference Room A, 3rd Floor, Biotech 4. To register for the class go to:

<http://www.pubinfo.vcu.edu/training/it/search.asp>

Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search". Next go to the class entitled "Travel Training – Manual" and follow the instructions to register.

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