



MASTERCARD
University of Mary Washington
Cardholders Bulletin – February 2008

Reminder

MasterCard Cover Sheets must be completed and emailed to mastercard@umw.edu by the first of each month for the cycle closing in the previous month. The February billing cycle closes on February 15 and your Cover Sheet is due on **February 29**. For a list of all cycle closing dates and cover sheet due dates, please visit www.umw.edu/purchasing/faculty_staff/ge_mastercard/billing_cycle_dates.

Auditors on Campus

Over the next two months, the University will be undergoing two different financial audits. Auditors will request cardholder records for MasterCard during their review process. As usual, your records should contain your signed cover sheet, log sheet, all receipts and the paper statement from GE MasterCard. Your records should be filed in order by the GE MasterCard billing cycle date.

Annual Cardholder Re-Training

The 2008 Cardholder Training is now available and must be completed by **May 1**! Each cardholder is required to complete training on an annual basis. Training is in the form of a PowerPoint presentation that will take a maximum of about 30 minutes to view. A "secret word" displayed during the training must be sent via email to Melva Kishpaugh (mkishpau@umw.edu) as evidence that you have completed the training. Please follow the link below to complete the training:
http://www.doa.virginia.gov/Payroll/Charge_Card/Training/SPCC_Cardholder_Training.cfm

Annual Reviewer/Supervisor Re-Training

Supervisor/Reviewers are those who approve and sign off on cover sheets for other cardholders. Supervisors/Reviewers must also complete training on an annual basis by viewing a PowerPoint presentation and emailing the "secret word" to Melva Kishpaugh (mkishpau@umw.edu). The 2008 Supervisor/Reviewer Training is now available and must be completed by **May 1**! Please follow the link below to complete the supervisor/reviewer training:
http://www.doa.virginia.gov/Payroll/Charge_Card/Training/Supervisor_Reviewer_Training.cfm

For Assistance:

mastercard@umw.edu

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Tired of waiting for your MasterCard statement to arrive in campus mail?
Sign up for GE Netservice!

Print your current statement, download past statements, check your card limit and watch for fraudulent charges. It's quick and easy. Visit www.genetservice.com to register for online account access.

Forms

Accounts Payable would like to remind you that if you have saved any Finance forms (i.e. Travel Expense Reimbursement form) on your desktop, you should periodically check the website to make sure you have the latest version of the form and update your desktop accordingly. This is a good practice for all UMW forms and ensures your requests are processed as quickly and accurately as possible.