



## COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

February 23, 2011

**TO:** Agency Fiscal Officers & CAPP Manual Users

**FROM:** Michael E. Rider

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 115 / Payroll Accounting (CIPPS) and General Accounting (CARS)

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Three Topics  
Revised

*Revision bars not included for Payroll Accounting topic due to complete review*  
50410—Retirement: VRS and ORP

*Revision bars included for General Accounting topics to denote new changes*  
20355—Purchasing Charge Card  
20360—Travel Charge Card

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**Status  
Summary  
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/Status\\_Summary.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf)

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**DOA's CAPP  
Manual  
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(CAPP Memo 115.doc)