



## COMMONWEALTH of VIRGINIA

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Office of the Comptroller

P. O. BOX 1971

May 21, 2006

**TO:** Agency Fiscal Officers & CAPP Manual Users  
**FROM:** Michael E. Rider, EDP  
**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 85 / CARS

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**Introduction** This update relates to three topics indicated below.

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**One New CARS Topic** **Topic No. 20360, *Travel Charge Card***

This new topic has been split out from Topic No. 20336, *Agency Travel Processing*. This topic addresses the policy related to the State Travel Card Program. Policy revision is shown in italics.

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**Two CARS Topics Updated** **Topic No. 20336, *Agency Travel Processing***

This topic has been modified to remove sections relating to the State Travel Card Program. These sections can now be found in the new CAPP Topic No. 20360, *Travel Charge Card*. There is no revision text marked.

**Topic No. 20355, *Purchasing Charge Card***

This topic has been updated to account for policy changes regarding the use of the Small Purchase Charge Card and the Gold cards used for overnight hotel accommodations, as well as the State Enterprise Car Rentals. Revision text has been italicized and marked with vertical revision changebars.

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MEMORANDUM

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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

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**Recent Updates**

- Update 85 (CARS)—included here
- Update 84 (CARS)
- Update 83 (CARS and CIPPS)

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**DOA's CAPP  
Manual Contact**

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