



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

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TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No.91 / CARS

Introduction This Update contains one **Cash Disbursements Accounting** topic as follows:

▶ **Topic No. 20355 — Purchasing Charge Card**

New policies regarding gift cards and gift certificates are reflected in this update. Revision change bars are included for all revisions to assist you.

**Status
Summary
Sheet**

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

- Number and Title
 - Page Length
 - Latest Revision Date
-

Recent Updates

- Update 91 (CARS)—included here
 - Update 90 (CARS)
 - Update 89 (CARS)
-

**DOA's CAPP
Manual Contact**

Michael Rider, EDP
Electronic Publishing Manager
✉ michael.rider@doa.virginia.gov
☎ (804) 225-3051

(capp memo 91.doc)