



COMMONWEALTH of VIRGINIA

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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. 99 / General Accounting (CARS)

Three Topics
Revised

This Update contains the following three topics:

Topic No.	Topic Title
20335	State Travel Regulations October 1, 2008 — <i>Travel Card Vendor Updated 2/09</i> —
20355	Purchasing Charge Card
20360	Travel Charge Card

Purchasing
Charge Card
Revisions

There are no revision change bars in this topic as there were significant changes throughout and these are summarized as follows:

Page	Revision
3	Updated card contractor from GE MasterCard to Bank of America VISA.
3	Updated systems from GE MasterCard NetService and SAM to Bank of America Works online program management system.
3	Added forms and resources to the Commonwealth Knowledge Center (KC).
7	Changed options for charges in excess of the Purchase Charge Card (SPCC) limits to Bank of America VISA Agency Airline Travel Card (ATC) and Bank of America VISA Employee Paid (Individual Liability) Travel Card.

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Page	Revision
7	Added entering cardholder application data online to Program Administrator Responsibilities.
7	Added to Program Administrator Responsibilities.
8	Added PCardholder training and Supervisor/Reviewer training is in the Commonwealth Knowledge Center.
8	Added SPCC Policies and procedures are in the Commonwealth Knowledge Center.
9	Changed: monthly bill is available from Works.
9	Added Bank of America can be notified about vendor issues through Works.
10	Added Program Administrator training is in the Commonwealth Knowledge Center.
10	Added Works training will be offered by Bank of America.
12	Changed Card Issuance procedures.
16 - 17	Changed Optional Controls under Travel-related charges.
22	Changed Name Changes on a Card procedure.
22	Changed Cardholder Information procedure.
22	Changed Card Application procedure.
23	Changed Card Cancellation procedure.
23	Changed Card Suspension procedure.
23-26	Changed Enhanced Management Features.
28	Changed Returns, Credits, and Disputed Items procedure.
29	Changed Charge Card Statement Reconciliation procedure.
30 - 33	Changed Purchase Charge Card Statement Payment procedure; payments due 7 th of every month.
33	Updated Overpayment of Purchase Card Monthly Invoices procedure.
33 - 35	Updated Online Program Management functions and information.
36	Added Department of Taxation reference.
36	Updated 1099 Reporting information; added template information.
37	Updated Internal Control procedure requirements.
38	All forms revised and included in the Commonwealth Knowledge Center as well.
46	Updated Contact information.

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Travel Charge Card Revisions

There are no revision change bars in this topic as there were significant changes throughout and these are summarized as follows:

Page	Revision
1	Updated types of travel charge cards to Employee Paid (Individual Liability) and Agency Airline Travel Card (ATC); added mass rail.
2	Reference from GEMasterCard to the new card vendor, Bank of America VISA.
2	Reference from GE to Bank of America.
3	Reference to SAM and GE NetService changed to Bank of America's Works.
3	Agency responsibility
5	Travel Program Administrator responsibilities
8	Required annual training
10	Travel Card limits
12	Travel Card collections
14	Compliance failure
15	Travel Charge Card issuance process
17	Closing accounts
19	Delinquent balances
21	Employee Paid (Individual Liability) Travel Cardholder
22	Agency Airline Travel Cardholder (ATC)
22	Employee Paid (Individual Liability) travel card statement and remittance
29	Section added for semi-annual contact information update.
30	All forms revised and included in the Commonwealth Knowledge Center as well.
40	Updated Contact information.

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

Recent Updates

- Update 99 (CARS))—included here
- Update 98 (FAACS)

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Manual Contact**

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(capp memo 99.doc)