

Monthly Program Administrator Agenda

August 8, 2012

CCA Requests

- When submitting requests to DOA, clearly state the request. The request should include at a minimum the cardholder's name, last 4 digits on the card, amount of increase (if applicable) and how long the profile change is needed. If you submit a profile change request to DOA that involves a card limit increase (SPCC or GOLD), the request should include approval from the cardholder's direct supervisor.

Individual Liability Cards

- Per CAPP Topic 20360, Program Administrators should review Travel Card Reports at least every two weeks to ensure the cardholder is paying their balances timely and using their cards for appropriate expenses incurred while conducting official State business.

PAs should revoke card privileges of employees who do not pay timely and balances beyond 91 days past due should be collected from the employee's payroll.

Beginning August 2012, DOA will be reviewing IL Travel Cards. The PA will be informed if the cardholder is past due more than 60 days. Cardholders who are 120 days past due, the cards will be revoked and the PA will be requested to recoup payment from the employee's payroll.

Reminders:

- To reach DOA staff, please email us at cca@doa.virginia.gov.
- Annual Cardholder Review Certification Forms were due **July 13, 2012**.
- Annual Training Certification Forms were due **July 13, 2012**.
- GOLD Card signed Agreement Forms were due **July 13, 2012**.
- Agencies should evaluate the number of CL and STL increase requests and ensure the limits are in line with the cardholder's needs. If you find that the cardholder regularly goes over the cycle limit, card limit, or single transaction limit, please review the need for a Gold Card at your agency.
- Charge Card Administration Changes: The Department of Accounts is evaluating the internal controls, policies and procedures surrounding the Commonwealth's Charge Card Program. With this evaluation comes the potential for changes to the current processes and it is our intent to keep you informed and work with you as we implement changes to the program. DOA is now requiring Program Administrators to provide a detailed explanation as to the business reason for profile changes, limit increases, or exceptions when submitting requests. DOA's goal is to review and process these within **5 business days**. If the request is urgent (a true emergency where planning ahead was not an option), please indicate this and DOA will expedite as resources permit.