

# Monthly Program Administrator Agenda

July 11, 2012

## SPCC PA Guide

- PA Guide for Works is attached. Please use as a reference for frequently asked questions.

## Card Limit Increases

- 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.

## DOA Contact

- To reach DOA staff, please email us at [cca@doavirginia.gov](mailto:cca@doavirginia.gov).

## Gold Card Program

- DOA staff completed its annual review of Gold Card usage and limits. The PAs of agencies that had proposed changes have been emailed. Any changes proposed were made this week. For those that contested our recommendations, we are reviewing and will reach out to those agencies this week as well.
- 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.

## Reminders:

- Annual Cardholder Review Certification Form is due no later than **July 13, 2012** (deadline extended due to Knowledge Center issues).
- Annual Training Certification Form is due no later than **July 13, 2012** (deadline extended due to Knowledge Center issues).
- GOLD Card signed Agreement Forms are due no later than **July 13, 2012** (deadline extended due to Knowledge Center issues).
- The FY 2013 Exception Request Form was due May 31st. We have reviewed these requests and have sent approval to agencies or requested additional information.
- Knowledge Center Information:
  - The user id for all employees is the employee id and the password was reset after conversion to **kcpassword** for all users.
  - The SPCC Cardholder Refresher Training and Quiz cannot be accessed. Those persons needing the Refresher Training should take the SPCC Cardholder Training (2012) and take the corresponding quiz.
- 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.