

Monthly Program Administrator Agenda

July 8, 2015

Tip of the Month

- Webcast: Uncovering New Card Spend Opportunities
 - See PDF sent with agenda

Exception Request Process

If you have not heard anything further regarding permanent exception requests, your exception requests have been approved for FY16.

Future Exception Requests

For any changes to currently approved exceptions, please email CCA. For exceptions for new cardholders that were not reviewed during May, please email CCA.

Non-restriction and non-limit exception requests

For exceptions related to use of the charge card to pay for gift cards, EZ Passes, iTunes, late invoices, etc. please email CCA and they will be handled on a case-by-case basis.

Approved exceptions regarding EZ Passes are permanently approved for a specific card or cards and do not need to be reevaluated each year.

Please ensure when you request an exception that you include:

- Last 4 digits of the card
- Justification for exception
- Supervisor approval

Charge Card Misuse

As stated in the CAPP Manual, agencies should adopt a more restrictive policy regarding misuse of State charge cards. We are currently updating the CAPP Manual to include more stringent punishment for misuse.

Misuse includes any purchase with a State charge card for non-business related goods or services.

We are finding an increased number of instances of misuse during our audits.

Reminders:

- DOA will be reviewing IL Travel cards monthly and PAs 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.

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- **Program Administrators should be reviewing the delinquency reports in Works at least every two weeks to ensure cardholders are making timely payment for their IL cards.**
- Any requests to pay late invoices on a card should include the agency name, agency number, invoice number(s), invoice date, due date, and reason for making the payment late. Any request not including this information will not be approved.
- 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), how long the profile change is needed, and justification for the request. 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.**
- 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.

Contact Information for CCA:

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