






Volume No. 1 – Policies & Procedures	TOPIC NO.	20355 - Cardinal
Sect. No. 20300 – Cash Disbursements Accounting	TOPIC	PURCHASING CHARGE CARD
	DATE	December 2019



Records Retention

Time Period Records should be maintained in accordance with CAPP – Cardinal Topic No. 20310, *Expenditures*. For further guidance, see CAPP – Cardinal Topic No. 21005, *Records and Retention*.

Contacts

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Learning Center The Department of Human Resource Management (DHRM) Learning Center is the Commonwealth’s web-based application that delivers self-study training topics and instructor-led course registration managed by DHRM to your desktop. The Commonwealth’s Learning Center (LC) also tracks eLearning and instructor-led courses that you completed or registered for in the LC.

The link for the Commonwealth’s Learning Center is —
<https://covlc.virginia.gov/>.

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