



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Amanda Morris, Director of Compliance Oversight and Federal Reporting,
Department of Accounts

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 157 / Financial Reporting / Cardinal Topics 20355 & 20360

**Two Topics
Revised**

Two topics are included in this Update with general revisions:

20355—Purchasing Charge Card (Effective 3/6/18)

20360—Travel Charge Card (Effective 3/6/18)

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown on our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf

**DOA's CAPP
Manual
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