



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Amanda Morris, Director, 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
Contact

Rudy Burgess, MBA
Electronic Publishing
✉ rudy.burgess@doa.virginia.gov
☎ (804) 225-3051