



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 Simpson, Director, Compliance Oversight and Federal Reporting,
Department of Accounts

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 169 / Topics 20110 – Statewide and Agency Budgets, 20325 – Comptroller’s
Debt Setoff, 20340 – Capital Outlays; 20355– Purchasing Charge Card; 20360 – Travel
Charge Card; and 20805 – Loans; 60107 – Project

Seven Topics Revised

Seven topics are included in this update and a summary of changes is included below:

20110 – This topic has been renamed from Operating Expenditure Plan to Statewide and Agency Budgets, revised from CARS to Cardinal, and expanded to include information regarding all statewide budgets, as well as optional agency budgets.

20325 – The topic has been repurposed from the Topic, Revenue Refunds, to Comptroller’s Debt Setoff (CDS). The content for this Topic was obtained from CAPP Topic 20310, Expenditures, the former 20325, Revenue Refunds, and 20505, Accounts Receivable, to consolidate all CDS information into one location. New content was also added to assist agencies with understanding the full CDS process.

30340 – This is a revision from CARS to Cardinal process for establishing Capital Outlay Projects.

20355 – See list of revision changes in table below.

20360 – See list of revision changes in table below.

20805 – This is a revision to how the TL-03 form is used, TL-03 Form screen shot, and the interest payment process section, removal of CARS references, and updates in the time period for records retention and references.

60107 – This is a revision from CARS to Cardinal process for establishing Projects in Cardinal.

**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

**Table for
changes to
Topics 20355
and 20360**

CAPP 20360 Travel Charge Card		
Page	Section	Changes
3	Travel Charge Card Types	IL Travel Card Requirements: Employees that travel five or more times per year are required to be issued and use the IL Travel Card
5, Function 2	Agency Responsibility	IL Travel Card Requirements: Employees that travel five or more times per year are required to be issued and use the IL Travel Card
43	Contacts: DOA	Updated DOA contact information
44	Contacts: Bank of America	Updated Bank of America contact information
CAPP 20355 Purchasing Charge Card		
Page	Section	Changes
6	Purchase Limits	STL changed to \$10,000, to align with updates to APSPM PIM #098-036
7 & 8	Limit Increases and Restriction Removals	STL updated to \$10,000 and steps to be taken for increases and restriction removals
9	Purchase Card Use	Use of Pcard for personal purchases, travel expenses are prohibited
10	Gift Card/Certificate Purchases	Updated DHRM's Policy 1.15 Employee Recognition and Engagement information
13 & 14 & 15	PA Responsibilities	Update changes to individual accounts
17	Required Annual Training	Updated training requirements
19	Annual Certifications & Annual Security Certification	Added security certification for audit of the WORKS system access/paper submissions
20	Third Party Payment Processor Exclusions: Amazon Pay	Added new section for Amazon Pay
24	Mobile Wallets	Added new section for Mobile Wallets
25	Gold Card Program	Updated Gold Card increase request process
27	Cycle Limit	Add OLR agencies sign off
28	Optional Controls	Added Travel-related charge information for personal business travel
31 & 32	Hotel Accommodations	Updated payment information
34	State Rental Car Contract	Updated information for payment option and can't be used for personal travel expenses.
35	EZ Pass	Updated EZ Pass requirements
41	Fiscal Year End Payments	Updated requirements for making Fiscal Year end payments
56	Tax Exempt Purchases	Updated Meals and Catering Tax information
65	DOA Contacts	Updated new contact information
66	Bank of America Contacts	Updated new contact information