



COMMONWEALTH of VIRGINIA

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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. 173 / Purchasing Charge Card 20355 & Travel Charge Card 20360

**Two Topics
Revised**

Two topics are included in this update and a summary of the changes is attached below:

**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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CAPP 20360 Travel Charge Card

Page	Section	Changes
7, Function 14	Agency Responsibility	Updated requirements for IL Travel Cards that have remained inactive for 12 consecutive months. Cards are now required to be closed.
8, Function 2B	Travel Program Administrator Responsibilities	Updated wording: The cardholder should pay the <u>Total Payment Due</u> found on the monthly statement.
10, Function 16	Travel Program Administrator Responsibilities	Underlined: <u>will be deducted from the cardholder's payroll per the Employee Agreement that was signed by the cardholder.</u>
10, Function 17	Travel Program Administrator Responsibilities	Added: If the Cardholder obtains employment with another State Agency, any remaining balance on the IL Travel Card may result in a payroll deduction with the new agency
12	Improper Use	Added groceries to the list of personal purchases.
13	Travel Card Limits	Added required information for request of credit limit increases under \$5,000. Updated wording for limit increases greater than \$5,000.
15	Travel Card Limits	Added section for Airline Travel Card (ATC) limit increases.
17-19	Travel Card Collections	Updated collection table: TPA required to suspend any IL Travel Card when reaches 31 days delinquent. TPA required to cancel any IL Travel that becomes 61 days past due and submit past due balance to payroll for deduction. Added additional information to each section of days past due.
22, Stage 4	Card Issuance	Updated wording and added new card delivery options.
23, Stage 6	Card Issuance	Updated wording and added new card delivery options.
24, Step 3	Closing Accounts	Added: If the Cardholder obtains employment with another State Agency, any remaining balance on the IL Travel Card may result in a payroll deduction with the new agency
26	Delinquent Balances	Added: Department of Accounts may cancel the program administration authority of any Program Administrator found to be in violation of this policy should the account reach 61+ days delinquent three (3) or more times during the course of a calendar year.
41	Agency Airline Travel Card (ATC) Request Form	STL changed to \$10,000, to align with updates to APSPM PIM #098-036

CAPP 20355 Purchasing Charge Card

Page	Section	Changes
15, Annually	Program Administrator Responsibilities	Updated second bullet with requirement to close cards that remain inactive for 12 consecutive months.
16, As Needed	Program Administrator Responsibilities	Updated wording in first bullet; Added fourth bullet: requirement to submit PA Form for deletion on the last working day of employment; Updated wording in sixth bullet
18	Audits	Added: Program Administrators may not submit audit responses on their own account.
24	Past Due Vendor Invoices	Updated link to CAPP 20315; Added new section for requirements to submit a Past Due Invoice request
27	Interchange Settlement (Checkout Fees)	Added last paragraph concerning submitting a VISA complaint
27	Mobile Wallets	Updated list of mobile applications to include Lyft, Uber, Uber Eats, GrubHub, etc.
28	"Gold Card" Program	Added last paragraph containing required items to submit a Gold Card Request
31	Spend Control Profiles	Added new section "Spend Control Profiles"
38	Name Changes	Updated process to change name on card
39	Card Application	Updated wording and added new card delivery options
40	Card Cancellation	Added requirement to cancel user account upon separation from employment; added second paragraph with requirement to update payment information for outstanding invoices