



## 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. 177 / CAPP Topics 20355 Purchasing Charge Card & 20360 Travel Charge  
Card

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**Two Topics  
Revised**

**Two Topics in this update, include 20355 & 20360. The details regarding the updates are attached.**

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**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](https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf)

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## CAPP 20355 Purchasing Charge Card

Page	Section	Changes
5	Role Definitions	Moved: Program Administrator Backup and updated wording
16	Program Administrator Responsibilities, continued: As Needed	Added 5th Bullet: Provide a valid and complete response to all audit inquiries by the due date specified in CCA's email request.
18	Audits	Updated Wording in first sentence and added: Card Accounts may be Suspended or Closed by CCA due to Non-Response
19	Required Annual Training	Updated wording to include Gold Card and combined information.
20	Optional Training and Resources	<p>Added Section: BOA provides WORKS Training Guides, Training Videos, and Live Training for all Administrators and Users. Links to these may be found on the WORKS homepage.</p> <p>CCA provides monthly Program Administrator Training via WebEx the first Tuesday of each month. This course is recommended for all new Program Administrators and may also be taken as a refresher for existing Program Administrators. To register, please send an email to <a href="mailto:cca@doa.virginia.gov">cca@doa.virginia.gov</a>.</p> <p>CCA provides a bi-monthly Program Administrator call the second Wednesday of each odd month. This call includes special notes, program updates, and a "Tip of the Month" from BOA</p>
20	Annual Certifications	Added form names to certifications
21	Annual Security Review	Updated Title Name and Added: Selecting the Annual Security Review section of the Annual Cardholder Review Certification (Form DOA-CCA005) certifies that you have completed this process.
21	Multiple SPCC Cards	Moved section from previous location
24	Past Due Vendor Invoices	Added 2nd Bullet: A copy of the invoice and a copy of the vendor's email to confirm date invoice was received.
26	Card Issuance, Cancellation and Changes, continued	Update wording: required to sign new Employee Agreement at card renewal
27	Mobile Wallets	Added Chick-fil-A to list of mobile applications
29	Card Request and Employee Agreements	Updated wording and added form names
37	State Rental Car Contract	Added last sentence in first paragraph: The State Enterprise Car Rental Contract only permits car rentals for Commonwealth of Virginia employees known as "Authorized Users" in the contract.

## CAPP 20355 Purchasing Charge Card

Page	Section	Changes
42	Enhanced Management Features, Access to Works	Added: Works access is only permitted for State Employees. Contract Employees are prohibited from being granted access
44	Purchasing Card Security	Added paragraph: In accordance with Bank of America's recommended best practices, cardholder data, including account numbers (in whole or part) or the cardholder name should not be provided to anyone unless it is required for them to complete their official duties as related to the Small Purchase Card Program. This data should not be shared with anyone other than authorized agency staff, authorized vendors whom you are doing business with, CCA, and Bank of America. Agencies who provide this secure information to any individual or organization outside of those mentioned above are at risk of having their corporate accounts closed
46	Purchasing Card Security, continued	Added section on Auto Pay: Establishing recurring Auto Pay with a vendor is not permitted for convenience purposes. Requests for exceptions to this policy may be added to your agency Annual Exception Request form and submitted to CCA for review after the agency has confirmed the vendor complies with the policy as outlined above. Approval will be granted on a case by case basis.
48	General Requirements for Purchasing Card Use, continued	Added secure SSL website requirement
54	Charge Card Statement Payment Procedures, continued: Step 4	Added the word "Corporate"
56	Charge Card Statement Payment Procedures, continued: Step 5	Added wording: or disputed amount
57	Overpayment of Charge Card Monthly Bill	Updated wording in third paragraph
59	How To Obtain Works Logon Information	Added sentence: Works access is only permitted for State Employees. Contract Employees are prohibited from being granted access.
64-65	Program Administrator Request Form	Updated form

**CAPP 20360 Travel Charge Card**

Page	Section	Changes
3	Introduction	Updated wording: Travel cards can also be used to pay for the cardholder's <u>own</u> business meals while conducting official State business only.
3	Travel Charge Card Types	Added: The Individual Liability (IL) Travel Card is intended to pay for the cardholder's travel needs only. The card should not be utilized to pay for anyone other than who the IL Travel Card is issued to.
4	Role Definitions	<p>Added: Program Administrator Backup - Agencies should designate a Backup Program Administrator (BPA) who is also familiar with procurement regulations. The Backup PA will have the same permissions, authority, and responsibilities as the Primary PA.</p> <p>Each agency or institution participating in the Travel Card program will have no more than two Program Administrators. DOA will consider written requests for additional Program Administrators at the agency level on a case-by-case basis.</p>
9	Travel Program Administrator Responsibilities, Task 13	Updated wording: TPAs can require agreements to be signed annually if they choose, but at a minimum, an Employee Agreement must be signed at issuance of renewal cards after the initial Employee Agreement is signed or when there is a change in the Agreement by DOA.
11	Travel Program Administrator Responsibilities, Task 23	Added Task 23: Provide a valid and complete response to all audit inquiries by the due date specified in CCA's email request.
11-12	Required Annual Training	Combined information and updated wording in paragraphs 2-3, 5-8
13	Optional Training and Resources	<p>Added Section: BOA provides WORKS Training Guides, Training Videos, and Live Training for all Administrators and Users. Links to these may be found on the WORKS homepage.</p> <p>CCA provides monthly Program Administrator Training via WebEx the first Tuesday of each month. This course is recommended for all new Program Administrators and may also be taken as a refresher for existing Program Administrators. To register, please send an email to <a href="mailto:cca@doa.virginia.gov">cca@doa.virginia.gov</a>.</p> <p>CCA provides a bi-monthly Program Administrator call on the second Wednesday of each odd month. This call includes special notes, program updates, and a "Tip of the Month" from BOA.</p>

**CAPP 20360 Travel Charge Card**

Page	Section	Changes
13	Access to Works	<p>Added Section: All Program Administrators have access to Works in order to manage their agency's Travel program. This online access allows Program Administrators to apply for cards, view cardholder charges, change limits, cancel or suspend cards, and change address information. Program Administrators must request access to Works using the Program Administrator form available on DOA's Charge Card Administration web page.</p> <p>In addition, access to Works is needed for all individuals who are required to download the agency's Monthly Consolidated Bill for the Airline Travel Card (ATC) Corporate Statement only. These individuals are usually Fiscal staff members who process the monthly voucher for payment to Bank of America. For these individuals, agency Program Administrators are responsible for adding any staff members who will require access to the Works system using a Works Access Request Form. Works access is only permitted for State Employees. Contract Employees are prohibited from being granted access. Program Administrators are also responsible for deleting users from the Works system if it is later determined that access is no longer required. Agencies may design and use their own deletion form for recordkeeping purposes or there is a standard form to use as a guide on DOA's Charge Card Administration web page under Charge Card Forms.</p>
14	Audits	<p>Added Section: Program Administrators are required to provide a valid and complete response to all audit inquiries by the due date specified in CCA's email request. Program Administrators may not submit audit responses on their own account. Card Accounts may be Suspended or Closed by CCA due to Non-Response. Agencies that do not respond to audit inquiries will be forwarded to DOA's Assistant Director. The Assistant Director will contact the agency PA and Fiscal Officers advising them of possible suspension of their card program, without notice, if a response is not received. These agencies may also be reported in the Comptroller's Report on Statewide Financial Management and Compliance.</p>
15	Mobile Wallets	<p>Added Section: Mobile payments of digital wallet services allow users to make payments in person, via mobile applications and on the web.</p> <p>The use of mobile wallets is not approved for use with our card program. Cardholders are strictly prohibited from adding any Commonwealth cards to any payment application such as Apple Pay, Google Pay, Samsung Pay, etc. This also includes storing card information in applications such as Lyft, Uber, Uber Eats, GrubHub, Chick-fil-A, etc.</p> <p>Cards found to have been used for mobile wallet transactions are subject to suspension and/or cancellation.</p>
30	Employee Paid (Individual Liability) Travel Cardholder, 3rd Bullet	<p>Added: The travel card is intended for the cardholder's business travel and meal expenses only and may not be utilized to pay for those in attendance;</p>
30	Employee Paid (Individual Liability) Travel Cardholder, 8th Bullet	<p>Updated wording: sign a new Employee Agreement at issuance of renewal cards after the initial Employee Agreement is signed or when there is a change in the Agreement by DOA.; and</p>
31	Agency Airline Travel Cardholder (ATC), 6th Bullet	<p>Updated Wording: sign a new Employee Agreement at issuance of renewal cards after the initial Employee Agreement is signed or when there is a change in the Agreement by DOA.; and</p>

**CAPP 20360 Travel Charge Card**

Page	Section	Changes
36	Agency Airline Travel Card (ATC) Statement and Payment Procedures, Step 4	Added Word: Corporate
37	Agency Airline Travel Card (ATC) Statement and Payment Procedures, Step 5	Added wording: <u>or disputed amounts.</u>
42-43	Program Administrator Request Form	Updated Form