



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. 181 / CAPP Topics 20355 and 20360**

**Two Topics
Revised**

Topics: 20355 and 20360 are included in this update and a summary of the changes is included on the next page.

**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**

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CAPP Manual 20355 Summary of Updates

Page 10 Purchase Card Use: Second paragraph, removed and updated wording
Page 24 Past Due Vendor Invoice: Update requirements for third bullet
Page 27 Interchange Settlement (Checkout Fees):
 updated section name to: Convenience and Surcharge Fees
 updated all information within the section
Page 35 Hotel Accommodations: Added and updated information
Page 45 Purchasing Card Security: Added last sentence
Page 46 Purchasing Card Security - Card on File:
 removed third bullet and last paragraph
 added section for Auto Pay
Page 55 Charge Card Statement Payment Procedures, Step 6: Removed third paragraph concerning Non-State Funds
Page 66 Bank of America Purchasing Card Employee Agreement, No 4: Added sentence to number 4
Page 68 DOA Contacts: Updated Assistant Director phone number
Page 70 References: Updated and removed CAPP Topics

CAPP Manual 20360 Summary of Updates

Page 6 Agency Responsibility: Added Function 2, Added Function 4
Page 11 Travel Program Administrator Responsibilities:
 Task 5 updated wording
 Task 6 added corrective actions
Page 18 Improper Use:
 added Corrective Actions
 removed last sentence
Page 19 Travel Card Limits: remove "under", add "up to"
Page 25 Travel Card Collections, 61 days after, continued: remove sentence and add third paragraph
Page 35 Employee Paid (Individual Liability) Travel Cardholder:
 removed 5th bullet
 added bullets 6 and 7
Page 44 Agency Airline Travel Card (ATC) Statement and Payment Procedures, Step 6: Removed second paragraph concerning non-state funds
Page 45: Employee Paid (Individual Liability) Travel Card Employee Agreement: add sentence to end of number 4: "I understand that any personal charges or unpaid balances made on the IL Travel Card may result in a payroll deduction."
Page 46: ATC Employee Agreement: add sentence to end of number 3: "I understand that any personal charges made on the ATC Card may result in a payroll deduction."
Page 51 Employee Paid (Individual Liability) Travel Card Employee Agreement: Added last sentence in number 4
Page 52 Airline Travel Card (ATC) Employee Agreement: Added last sentence in number 3
Page 55 Contacts, DOA: Updated Assistant Director phone number
The IL Travel and ATC Employee Agreements have updates included on pages 45 and 46