

Card Profiles and Increases and Restrictions Oh My!

Presented By:
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Virginia Department of Accounts

Financial Accountability. Reporting Excellence.

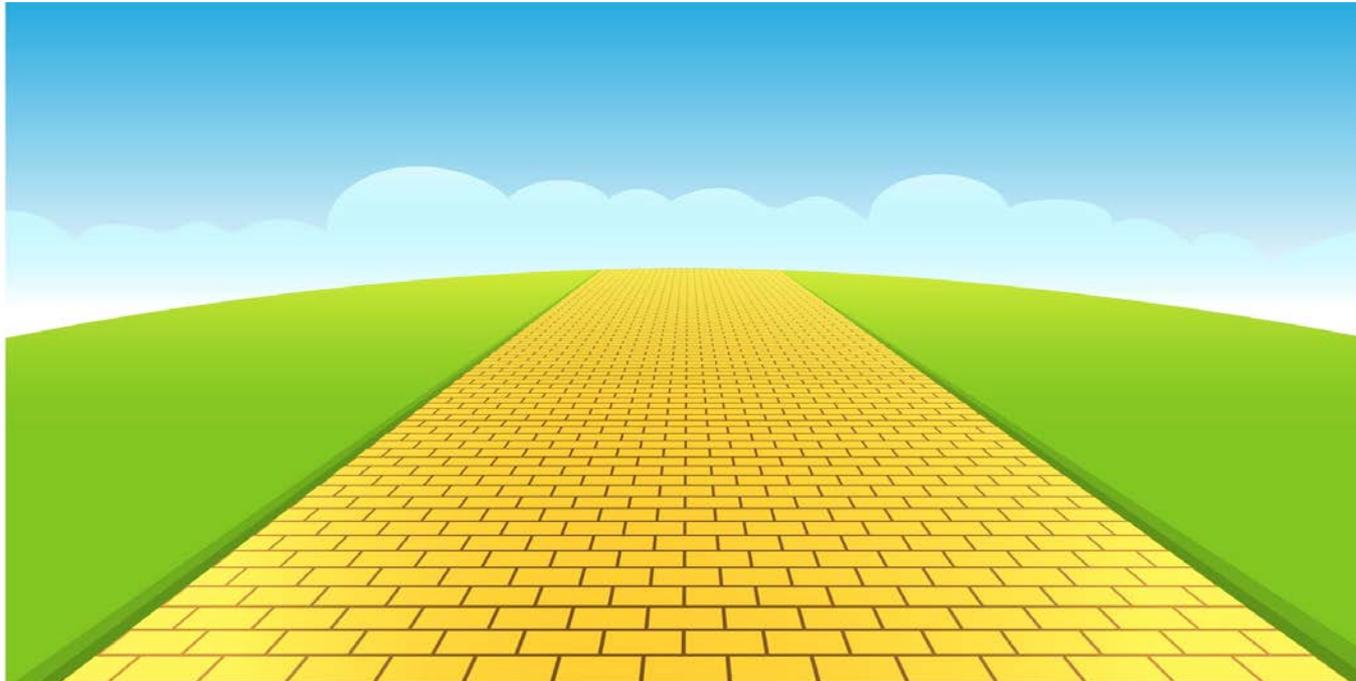
Agenda

- Card Profiles
- Temporary/Permanent Limit Increases
- Temporary/Permanent Restriction Lifts
- Annual Exception Request
- Annual Certifications



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CAPP 20355 and 20360



Follow the CAPP Manual



Card Profiles

* Profile Name:

Restrict to group

* Credit Limit:

ATM Cash Limit: %

Single Transaction Limit:

* Discretionary Funds:

Restore Funds when Signed Off by:

Restoration Timeframe:

MCC Group Settings (Using 11 of 11)

Custom Groups (MCCG ID)	Permissions
PCARD1- FRAUD-COVF001 (COVF001)	Prohibit
PCARD2- TRAV-COVT001 (COVT001)	Prohibit
PCARD3- RENTAL-COVC001 (COVC001)	Prohibit
PCARD4- REST-COVR001 (COVR001)	Prohibit
PCARD5- ACCOMM-COVA001 (COVA001)	Prohibit
PCARD6- GAS-COVG001 (COVG001)	Prohibit

Transactions Sign Off Settings

Auto-Sign Off Transactions

- All matched Transactions
- Unmatched Transactions**
 - Any amount
 - Amounts less than
- All Credits**

** NOTE: Unmatched items

Card Profiles

CARD PROFILE NAMES

OLR vs Non OLR



* Profile Name:

* Profile Name:

* Profile Name:

Restrict to group 

If I only had a "name"....

Purchase Card Limits

PURCHASE CARDS

State Mandated Limits

CL \$100,000 and STL \$5,000

PA has the authority to increase card limits up to the State Mandated Limit without DOA approval.

- Must have cardholder's supervisor approval
- Maintain documentation



Purchase Card Limits

Temporary Increase **over** State Limit

- Submit your request through the CCA Forms Database Form CCA002 <https://cca.doa.virginia.gov/>

Permanent Increase **over** State Limit

- Submit your request through the CCA Forms Database Form CCA001 <https://cca.doa.virginia.gov/>
- Must be added to your Agency Exception Request Form

****PA's are not authorized to increase limits above
CL \$100,000 and STL \$5,000 at any time.***

Gold Card Limits

GOLD CARDS

State Mandated Limits

CL \$250,000 and STL \$50,000

DOA is the Statewide Program Administrator for the Gold Card Program. **ALL** Gold Card limit increases must be submitted to DOA for processing.

Gold Card Limits

Temporary Increase

- Submit your request through the CCA Forms Database Form CCA002 <https://cca.doa.virginia.gov/>

Permanent Increase

- Submit your request through the CCA Forms Database Form CCA001 <https://cca.doa.virginia.gov/>
- Submit the Gold Card Limit Increase Request Form https://www.doa.virginia.gov/forms/Charge_Card/Gold-Card-Limit-Increase-Request-Form.pdf

Restriction Lifts

The following 5 Industry Restrictions may be lifted on a temporary or permanent basis as needed.

- Accommodations
- Car Rental
- Gas/Oil
- Restaurant
- Travel



FRAUD Restriction should never be lifted from any card.

Restriction Lifts

MCC Restriction Tables:

https://www.doa.virginia.gov/reference/chargeCardAdmin/Charge_Card/COV_PCard_Restriction_Table.pdf

COVT001 (E) Travel Table	Description
3000-3349	Airlines
4112	Passenger Railways
4121	Limos/Taxi Cabs
4131	Bus Lines, Including Charters and Tour Busses
4411	Cruise Lines/Steamships
4511	Air Carriers, Airlines

Restriction Lifts

Temporary Lift (up to 2 weeks)

- DOA approval is not required. PA may update profile and set revert date of no more than 2 weeks.

Temporary Lift (more than 2 weeks)

- Submit your request through the CCA Forms Database Form CCA004 <https://cca.doa.virginia.gov/>

Restriction Lifts

Permanent Lift (through remainder of Fiscal Year)

- Add to your current Exception Request Form and submit to DOA cca@doa.Virginia.gov for approval.

Remember to:

- ✓ *Add as a separate line - do not make changes to existing approvals.*
- ✓ *Provide accurate and detailed information.*
- ✓ *Identify cardholder's department affiliation.*
- ✓ *Mark as "New" request on form.*



Annual Exception Requests

Annual exception requests must be received by DOA no later than **May 31st** of each year for the coverage period of the upcoming Fiscal Year (July 1 through June 30)

<https://www.doa.virginia.gov/forms.shtml#ChargeCard>

Remember to:

- ✓ *Change the Fiscal Year date*
- ✓ *Include ALL exception requests*
- ✓ *Identify as New or Existing*
- ✓ *PA's who are also cardholders cannot submit their own request.*

Annual Exception Requests

As needed, ADD new requests to your current approved Exception Request form and resubmit to DOA for approval.

- Do Not modify existing approvals.
- Your request is not valid until you receive documented approval from DOA.



Annual Certifications



Annual Training Certification - **May 31st**



Annual Cardholder Review Certification – **May 31st**



Annual Multiple Cards Cardholder Review – **May 31st**

These certifications are required for ALL card programs.
Purchase and Travel

Annual Certifications

- Verify that all Cardholder, Supervisor/Reviewer, and PA training has been completed

- Perform card analysis
 - ✓ Verify appropriate limits have been set based on spending habits
 - ✓ Verify appropriate restrictions have been lifted based on business need
 - ✓ Cancel Inactive cards – cards that have no activity for 12 months

Questions????



home sweet home



**There's no place like the
Commonwealth of Virginia.**

DOA Team

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- ❖ Stephanie Bussenger, Charge Card Analyst
- ❖ Amy Butler, ePayables Analyst
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CCA Contact Information

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<https://www.doa.virginia.gov/onlineservices.shtml#chargecard>