

## Bi-Monthly Program Administrator Agenda

July 10, 2024

### Annual Exceptions – For State Agencies Only

- FY25 Annual Exceptions were effective July 1, 2024.
- All annual exceptions have been reviewed and sent back to agencies with CCA's approval. If you received your exception request back with notations that it requires revisions, please make those changes immediately and resubmit.

### FOIA

- Chapter 671 (SB340) passed during the 2024 General Assembly Session, and effective **July 1, 2024**, allows the cardholder's name to be released unless prohibited by other FOIA exclusions.
  - 9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. *Nothing in this subdivision shall be construed to authorize the withholding of (i) the name of the public employee, officer, or official as it appears on a purchase card statement or other payment record or (ii) the description of individual purchases. Additionally, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.*
- Agencies receiving FOIA requests for P-Card data should consult with and follow the direction received from their legal counsel.

### IL Employee Agreement Form

- Il Travel Card Employee Agreement form has been updated to include the following language.
  - I agree to use this Card for official state business travel **only** and agree not to charge personal purchases at any time. I understand that my agency will review the use of this Card and **it is my responsibility to retain receipts for all travel purchases**. I understand that my agency will take appropriate action based on any discrepancies. (This includes the purchases of personal items while on travel status).
- As a reminder, CAPP 20360 requires that employees issued an IL Travel Card are required to maintain receipts/documentation regarding transactions made during State business travel.

### Reminders:

## **Bi-Monthly Program Administrator Agenda**

**July 10, 2024**

- Please use the **CCA Automated Online Forms Request System**. Email requests for paying late invoices, credit limit increases, temporary restriction removal, and submission of annual certifications will **not** be accepted.
- Troubleshooting- if you are having issues logging on to <https://cca.doa.virginia.gov/Login.cfm>, please contact [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov).
- DOA offers **Monthly Program Administrator Training** for all new PA's as well as those who need a refresher. Training will be offered via Microsoft Teams on the first Tuesday of each month. Each monthly training session will be from 8:30 am to 12:00 pm. To register, please email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov). This monthly training will allow PA's to receive detailed instructions about their responsibilities and day-to-day functions as a Program Administrator.
- The Commonwealth has a package relationship with **NAPCP** in order to get a (discounted) \$99 membership rate. When you sign-up initially or renew your membership to this organization, please contact DOA for coupon code to receive your discounted membership rate.
- When contacting **CCA**, please call 804-786-0874 to leave a voicemail or email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov). **Email is the best way to contact us**. If your request is urgent, please mark it accordingly when sending an email. Do not send maintenance requests to individuals within the unit.
- When contacting Sarhonda Finklea-Frett or **Company Level Support** at BOA, please email [Dedicated\\_Card\\_East@bankofamerica.com](mailto:Dedicated_Card_East@bankofamerica.com). Please include your company number in all correspondence.
- DOA will be reviewing IL Travel cards monthly and PAs will be informed if the cardholder is past due more than 1 day. At 31 days past due, the PA must suspend the IL Travel Card. At 61 days past due, the agency TPA will need to cancel the card and submit the past due travel card balance to be deducted from the cardholder's payroll.
  - **Program Administrators must review the delinquency reports in Works at least every two weeks to ensure cardholders are making timely payment for their IL cards.**
- Agencies should evaluate the number of CL and STL increase requests and ensure the limits are in line with the cardholder's needs. If you find that the cardholder regularly goes over the cycle limit, card limit, or single transaction limit, please review the need for a Gold Card at your agency.

### **Contact Information for CCA:**

- CCA: [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov)
- vPay: [ecommerce@doa.virginia.gov](mailto:ecommerce@doa.virginia.gov)
- 804.786.0874