

FROM: Cardinal Project
TO: Cardinal Project
BCC: **W1 & W2 Fiscal Officers, W2 Primary Contacts, W2 AP SMEs, Randy McCabe, Melinda Pearson**, Stacy, Ned, Julie, Maggie, Kim, Damian, Cardinal Change Leadership Team Distribution List

SUBJ: Legal Services Pre-Audit Exemption
DATE: January 14, 2016

This email is being sent to the Wave 1 and Wave 2 Fiscal Officers, Wave 2 Primary Contacts and Wave 2 AP SMEs for agencies that are exempt from Pre-Audit review of legal services expenditures.

Currently your agency is granted an exemption for DOA pre-audit review of outside Legal Services. In CARS, your transactions are immediately released if captured in the Pre-Audit process. In Cardinal, this could be a time consuming process because each voucher will have to be separately released by DOA Pre-Audit employees. As a result, in Cardinal you will be given the ability to use a different Legal Services Account and this account will bypass the DOA Pre-Audit level of approval. Please use **50124301** instead of 5012430 to process your outside Legal Services transactions. Only agencies with the DOA granted exception will be able to use this account. Agencies currently in production in Cardinal may begin to use this new account immediately.

Questions can be addressed to DOA's General Accounting unit at gacct@doa.virginia.gov.

The Cardinal Project