

**From:** [Cardinal Project](#)  
**To:** [Cardinal Project](#)  
**Subject:** Bank of America – October Payment  
**Date:** Monday, September 22, 2014 5:18:01 PM  
**Importance:** High

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*This email is being sent to the Wave 1 Fiscal Officers, Primary Contacts and AP SMEs.*

Due to the criticality of processing payments to Bank of America for the Small Purchase Charge Card (SPCC) and Agency Travel Card (ATC) in a timely manner, the Department of Accounts is highly recommending Wave 1 agencies process the payments due by October 7th in CARS. This will require the payments be processed as FM 03 vouchers in CARS. Due to the short notice, these transactions should be completed in CARS by Friday, September 26, if at all possible.

Questions can be addressed to DOA's Charge Card Administration group at [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov)

The Cardinal Project