



Agency Reference Codes Overview:

All Expense Reports and Cash Advances interfaced to Cardinal will contain the 3-digit agency reference code plus the 7-digit agency assigned system value. For example, a proper Expense Report ID/Cash Advance ID interfaced by the Department of Alcoholic Beverage Control may be ABC1234567. This is because transaction IDs must be unique across all Business Units throughout the Expense module in Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2023	Baseline

Agency Reference Codes

Agency Number	Agency Name	Agency Reference Codes
10300	Magistrate System	MAG
11100	Supreme Court	SUP
11200	Judicial Inquiry and Review Commission	JIR
11300	Circuit Courts	CCV
11400	General District Courts	GDC
11500	Juvenile and Domestic Relations District Courts	JDR
11600	Combined District Courts	CDC
11700	Virginia State Bar	VSB
12300	Department of Military Affairs	DMA
12500	Court of Appeals of Virginia	CAV
12700	Department of Emergency Management	DEM
12800	Virginia Veterans Care Center	VVC
13300	Auditor of Public Accounts	APA
14000	Department of Criminal Justice Services	CJS
14100	Attorney General and Department of Law	OAG
14300	Division of Debt Collection	DDC
15200	Department of the Treasury	TRD
15400	Department of Motor Vehicles	DMV
15500	Treasury Board	TRB
15600	Department of State Police	DSP
15700	Compensation Board	CBD
15800	Virginia Retirement System	VRS



Agency Number	Agency Name	Agency Reference Codes
16000	Virginia Criminal Sentencing Commission	CSC
16100	Department of Taxation	TAX
16200	Department of Accounts Transfer Payments	ATP
16500	Department of Housing and Community Development	HCD
17100	State Corporation Commission	SCC
17200	Virginia Lottery	VAL
17400	Virginia College Savings Plan	CSP
18100	Department of Labor and Industry	DLI
18200	Virginia Employment Commission	VEC
19100	Virginia Workers' Compensation Commission	VWC
19400	Department of General Services	DGS
19700	Direct Aid to Public Education	APE
19900	Department of Conservation and Recreation	DCR
20000	Comprehensive Services for At-Risk Youth and Families	CSA
20100	Department of Education, Central Office Operations	DOE
20200	The Library of Virginia	LVA
20300	Woodrow Wilson Rehabilitation Center	WWR
20400	The College of William and Mary in Virginia	CWM
20700	University of Virginia	UVA
20800	Virginia Polytechnic Institute and State University	VPI
20900	University of Virginia Medical Center	UVH
21100	Virginia Military Institute	VMI
21200	Virginia State University	VSU



Agency Number	Agency Name	Agency Reference Codes
21300	Norfolk Statue University	NSU
21400	Longwood University	LWU
21500	University of Mary Washington	UMW
14600	James Madison University	JMU
21700	Radford University	RAD
22100	Old Dominion University	ODU
22900	Virginia Cooperative Extension and Agricultural Experiment Station	AES
23400	Cooperative Extension and Agricultural Research Services	VSC
23600	Virginia Commonwealth University	VCU
24100	Richard Bland College	RBC
24200	Christopher Newport University	CNU
24600	University of Virginia's College at Wise	UVW
24700	George Mason University	GMU
26000	Virginia Community College System	VSS
26100	Virginia Community College System - Central Office	COF
26200	Department for Aging and Rehabilitative Services	ARS
26300	Virginia Rehabilitation Center for the Blind and Vision Impaired	RCB
26800	Virginia Institute of Marine Science	IMS
27500	New River Community College	NRV
27600	Southside Virginia Community College	SSV
27700	Paul D. Camp Community College	PDC
27800	Rappahannock Community College	RAP
27900	Danville Community College	DAN



Agency Number	Agency Name	Agency Reference Codes
28000	Northern Virginia Community College	NVA
28200	Piedmont Virginia Community College	PVA
28300	J. Sargeant Reynolds Community College	JSR
28400	Eastern Shore Community College	ESC
28500	Patrick Henry Community College	PHC
28600	Virginia Western Community College	VAW
28700	Dabney S. Lancaster Community College	DSL
28800	Wytheville Community College	WYT
29000	John Tyler Community College	JTC
29100	Blue Ridge Community College	BRC
29200	Central Virginia Community College	CVA
29300	Thomas Nelson Community College	TNC
29400	Southwest Virginia Community College	SWV
29500	Tidewater Community College	TDW
29600	Virginia Highlands Community College	VAH
29700	Germanna Community College	GER
29800	Lord Fairfax Community College	LEF
29900	Mountain Empire Community College	MTN
30100	Department of Agriculture and Consumer Services	ACS
30700	Agricultural Council	VAC
35000	Department of Small Business and Supplier Diversity	SBD
40300	Department of Wildlife Resources	GIF
40700	Virginia Port Authority	VPA

Agency Number	Agency Name	Agency Reference Codes
40900	Department of Mines, Minerals and Energy	MME
41300	Commission on the Virginia Alcohol Safety Action Program	ASA
42500	Jamestown-Yorktown Foundation	JYF
44000	Department of Environmental Quality	DEQ
50600	Motor Vehicle Dealer Board	MVD
53000	Department of Motor Vehicles Transfer Payments	MVT
60100	Department of Health	VDH
60200	Department of Medical Assistance Services	MAS
60600	Virginia Board for People with Disabilities	BPD
70200	Department for the Blind and Vision Impaired	BVI
70300	Central State Hospital	CSH
70400	Eastern State Hospital	ESH
70500	Southwestern Virginia Mental Health Institute	SWH
70600	Western State Hospital	WSH
70700	Central Virginia Training Center	CVT
70800	Commonwealth Center for Children and Adolescents	CCA
71100	Virginia Correctional Enterprises	VCE
72000	Department of Behavioral Health and Developmental Services	BHD
72300	Southeastern Virginia Training Center	SET
72400	Catawba Hospital	CAT
72500	Northern Virginia Training Center	NVT
72600	Southside Virginia Training Center	SVT
72800	Northern Virginia Mental Health Institute	NVH



Agency Number	Agency Name	Agency Reference Codes
72900	Piedmont Geriatric Hospital	PGH
73800	Southwestern Virginia Training Center	SWT
73900	Southern Virginia Mental Health Institute	SVH
74800	Hiram Davis Medical Center	HDM
75100	Department for the Deaf and Hard-Of-Hearing	DHH
76500	Department of Social Services	DSS
79000	Grants to Localities	BHG
79200	Mental Health Treatment Centers	MHT
79300	Intellectual Disabilities Training Centers	IDT
79400	Virginia Center for Behavioral Rehabilitation	CBR
84100	Department of Aviation	DAV
85100	Tobacco Indemnification and Community Revitalization Commission	TOB
85200	Virginia Foundation for Healthy Youth	FHY
91200	Department of Veterans Services	DVS
92200	Sitter & Barfoot Veterans Care Center	SBV
94100	Virginia College Building Authority	CBA
94800	Southwest Virginia Higher Education Center	SWE
99300	Treasury Construction Financing	TCF
99400	Department of the Treasury-Trust Funds	TTF
99600	Department of the Treasury-Statewide Activity	TRS
99700	Dept of Accounts-Statewide Accounts	DAS
99800	City/County Treasurers	CCT
99900	Department of Alcoholic Beverage Control	ABC