**Yearly Spending Analysis of the Small Purchase Charge Card**

The Commonwealth of Virginia Department of Accounts (DOA) requires Small Purchase Charge Card (SPCC) Cardholders to have a yearly Spending Analysis on file. A good time to do this is after each month’s reconciliation, as the information is readily available. This information is to be retained on file in the cardholder’s office and should be available for audit upon request.

A Yearly Spending Analysis helps determine what you have spent each month for the year and if you need to increase or decrease your monthly limit. It is not good to have a high monthly limit if it not justified, due to possible fraudulent activity that could occur on your card.

Please do not submit this form to the Cash and Investments Office.

**Cardholder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Monthly Limit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You can use the Fiscal Year for this chart. If you are a new cardholder, start from the date you received your card until the end of our current FY.

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| **Billing Cycle Cut off date** | **Number of Transactions** | **Amount of SPCC Bill** |
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**Monthly Limit to stay at**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or

**\*\*\*New Monthly Limit requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* New monthly limit? Complete request in JMU Workflow so your card limit may be changed in the system.**

I certify that I have completed the yearly spending analysis on this small purchase charge card and the monthly limit is in line with the spending that is taking place on the card.

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**Signature of Cardholder** **Date**

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**Signature of Supervisor** Last edit: 4/14/2023