

Charge Card Request

Departmental Charge Card (SPCC) or Individual Liability Travel Card (IL)

This electronic form is used to request a **new card** or **renewal** for either a Small Purchase Charge Card (SPCC) or an Individual Liability (IL) Travel Card.

User Information

Indicate whether the request is for **yourself** or **another employee**.

Select the **card program** (SPCC or Individual Liability Travel Card).

Choose whether the request is for a **new card** or a **renewal**.

Departmental Charge Card (SPCC) Requests

Select **New Card** or **Card Renewal**.

Identify whether the **reviewer** is the listed supervisor or a **designated reviewer**.

A designated reviewer must be authorized to act on behalf of the supervisor.

Enter the **9-digit RUID** for the new cardholder.

Select the employee's **position** from the populated dropdown menu.

Purchasing Card Limits

Use dropdown menus to select:

Single Transaction Limit (STL)

Card Limit (CL)

Training and Requirements for Cardholders

If Requesting for Yourself

Complete **Cardholder Training** through the Virginia Learning Center (VLC).

Complete the [SPCC Quiz](#). Have a copy of the results emailed to yourself. Save results as a pdf.

Attach both:

VLC training certificate and VLC quiz results (.pdf)

SPCC Quiz results (.pdf)

Review and sign the **Terms and Conditions** within the form.

Submit the completed form.

Workflow:

The request routes to your **Supervisor** and any **designated reviewer** (if applicable).

After approval and required training completion, the request is routed to the **Card Program Office** for final review and card issuance.

If Requesting for Another User

The request is routed to the **new cardholder**, who must complete all required steps before the workflow continues.

Card Renewal

The cardholder must complete the **Employee Agreement Affirmation** and submit the form.

Individual Liability (IL) Travel Card

Follows the **same process and requirements** as the SPCC card.

Important Information

Training is required for all new card requests before submission, approval, and card issuance.

If someone other than the listed supervisor will oversee the card, the **alternate supervisor must complete required training**.

It is essential that all parties—**cardholder, supervisor, and alternate supervisor**—**read and understand the Terms and Conditions** before signing.