

**Instructions for Submitting Payment Card
Local and SRS Transactions
to Disbursements using Laserfiche**

Payment card transactions that are reallocated to local and SRS funds must be submitted via Laserfiche for review by Disbursements. Departments/Units will have until the 20th of each month to reallocate and submit documentation to the respective department folders in Laserfiche 4.2.3.3 for each agency. If the 20th is on the weekend or holiday, the deadline will be adjusted accordingly to accommodate the payment process deadline.

Please assemble documentation in the following order:

1. The statement printed from GCMS. This report must be printed ***AFTER*** all reallocations have been completed.
2. This statement must be signed by a department/unit approver or designee. The cardholder's signature is not required.
3. Any receipts/invoices/supporting documentation for local/SRS funds should follow in the same order that it appears on the statement.
4. It is helpful to number all transactions on the statement and then number the receipts/invoices/supporting documentation that corresponds to that number.

In Laserfiche, select the Payment/CBT Card Template and complete all fields. Name the document in the following format: **YYYYMMDDLastName#####**. This name format incorporates that this is a post payment audit, the billing statement date, the cardholder's last name and the last six digits of the credit card number.

Example: For the 02/03/2015 Statement:

20150203Payne123456

Place the electronic document in one of the following folders:

- TAMUS-AgriLife\4.0 Fiscal Records\4.2 Documents of Original Entry\4.2.3 Expenditure Vouchers\4.2.3.3 Purchasing Card Transactions
 - 4.2.3.3.1 TAES\4.2.3.3.1.4 Post Payment Audit
 - 4.2.3.3.2 TCE\4.2.3.3.2.4 Post Payment Audit
 - 4.2.3.3.4 VMDL\4.2.3.3.4.4 Post Payment Audit

Disbursements will conduct random post payment audits on the statements scanned into these folders in Laserfiche. If a post payment audit is to be conducted on a statement and it has not been scanned into the Laserfiche folder 4.2.3.3, then the cardholder and/or the department could be subject to an audit finding. After a post payment audit is conducted by Disbursements, a copy of the audit letter will be attached to the statement in Laserfiche and a copy of the audit letter will also be distributed to the department/unit business managers.