

**Instructions for Submitting Payment Card
State And Federal (Extension only) Transactions to
Disbursements using Laserfiche**

Payment card transactions that are reallocated to state and federal (Extension only) funds must be submitted to Disbursements for auditing prior to posting to FAMIS. Departments/Units will have until the 20th of each month to reallocate and submit documentation to Disbursements. Disbursements must receive this information before 5:00 pm on the scheduled deadline each month. 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 state/federal 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.
5. Once all information has been scanned into Laserfiche, please use the electronic highlighter to mark the state transactions.

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

Example: For the 02/03/15 Statement:

20150203Payne123456

Place the electronic document in one of the following folders:

- Work In Progress-Disbursements-TAES; Payment Card Transactions
- Work In Progress-Disbursements-TCE; Payment Card Transactions
- Work In Progress-Disbursements-VMDL; Payment Card Transactions

After the documents have been audited by Disbursements, they will be placed for permanent retention in Laserfiche, 4.2.3.3 Purchasing Card Transactions. There are separate subfolders for TAES, TCE and VMDL. Documents will be stored by agency, then fiscal year and then by department.