

**Instructions for Submitting Post Payment Audit
Transactions to Disbursements Using Laserfiche**

Each year every department will be selected at least once a year for a post payment audit on local fund transactions. You will be notified via e-mail when your department is selected. If you are selected, please submit the following backup:

1. GCMS "Expense Report" signed by the authorized approver. The Expense Report will serve as the cardholder statement.
2. All transaction detail for local funds (invoices, receipts, packing slips, etc)
3. If no local activity for a cardholder(s) for the requested period, please e-mail a list of those cardholders to:

In Laserfiche, select the Payment/CBT Card Template and complete all fields. Name the document in the following format: **PPA-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 a post payment audit of 6/7/10 Statement:

PPA-20100607Payne123456

Place the electronic document in one of the following folders:

- Work In Progress-Disbursements-TAES, Payment Card Post Payment Audit
- Work In Progress-Disbursements-TCE, Payment Card Post Payment Audit
- Work In Progress-Disbursements-VMDL, Payment Card Post Payment Audit

Once you have scanned your backup into the appropriate folder, please send an e-mail to notify me at: