

STATE OF LOUISIANA STATE LIABILITY TRAVEL -CARD/CBA PROGRAM

CARDHOLDER STATE LIABILITY TRAVEL CARD (T-CARD) LOG – FOR BILLING CYCLE _____

CARDHOLDER NAME: _____

CARDHOLDER ACCOUNT NUMBER (LAST FOUR DIGITS): _____

NO	DATE	VENDOR NAME	DESCRIPTION	QTY	AMOUNT	RECEIPT DATE	OTHER INFORMATION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
			PAGE TOTAL:				

The T-Card/CBA Log is to be used to help reconcile purchases/services made during the billing cycle by matching the paper memo statement received from the bank to the T-Card log and the documentation obtained from the vendors on purchases/services. The documentation must be reviewed and certified by the Cardholder as received or reported as a disputed item. Each charge/credit should be verified. The Cardholder should then sign and date the T-Card/CBA log and forward to his/her Supervisor. The Cardholder's Supervisor or delegated reviewer must review all T-Card transactions, documentation and paper memo statement. To document this review and approval, the Supervisor/Reviewer is to sign and date the T-Card/CBA Log. After approval, the original documentation, T-Card/CBA Log, and the paper memo statement are forwarded to the Business Office. The Business Office is responsible for cost distribution, payment, and record retention.

Cardholder Signature

Supervisor/Reviewer Signature

STCC BO Reviewer Signature

Date

Date

Date