**LOUISIANA TECH UNIVERSITY**

**STATE OF LOUISIANA CORPORATE LIABLITY 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** | **FIS ACCOUNT NUMBER** | **OTHER INFORMATION** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |
|  |  |  | **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 Office of the Comptroller. The Office of the Comptroller is responsible for cost distribution and record retention.

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Cardholder Signature Supervisor/Reviewer Signature Office of Comptroller Reviewer Signature

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Date Date Date