

CMDA LACARTE POLICY

The following should be used as a guide for reconciliation of Procurement Card statements.

1. Receive email from University regarding "PAWS WORKSPACE NOTIFICATION." Which will have a link to your PAWS workspace, perfectly enough. Follow that link until you reach a page that shows something like this:

:: Procurement Card System ::

Welcome to Procurement Card. If you have any questions, please contact your Business Office.

[Search](#) | [Help](#)

Procurement Card A

Header ✓ > **Attach** ✓ > **Approve** ✓ >

Procurement Card > Header >

Header Information

Entry Number:	BF 00128471	Fiscal Year:	2010	Attach:	Y
Voucher Number:	MC 57	Total Lines:	006	Remarks:	N
Card Holder Name:	Bassford, Michael A	Phone:	225 578-4174	Dept:	15120
Description:	MC 04162010 Michael Bassford	Entry Total:	16.50		
Comments:	Procard Charges Transmitted For Bassford, Michael A				
Effective Date:	04/16/2010	Entry Date:	04/17/2010		
GLS Status:	CURRENT	Date:	04/23/2010		
Routing Status:	RGLS	Date:	04/23/2010		

Last Updated: 04/23/2010 07:10 PM GLS6000

Account Information

	Acct Code	TT	Object	SubObj	Project	Amount	CK
	001	151208001	X	3600		8.25	✓
				CP 041310	1800GOFEDEx 10010007		
Total						8.25	

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2. Note the charges that are listed under the BF Entry.
3. Use receipts to match up charges and perform personal reconciliation.
4. Once charges are verified with receipts fill out [LaCarte Form](#).
 - a. LaCarte Form can also be found under CMDA Website under "Faculty/Staff">>"Faculty Forms"

