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](image)

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”
5. Make certain to list BF Entry number listed at top left of PAWS Screen under “Header Information”
   a. List Purchase description (description of item), amount and most importantly, which budget this should be purchased under—this should be repeated for each purchase. If you know the account number the charged should be charged under then use that under budget column and provide a description as to where the charge should be filed budget-wise.

6. Once you have filled out LaCarte Form and attached the ORIGINAL receipts, please then forward to Pat McGrew, 102 School of Music Building.

7. Keep in mind that you should have your own system of copying/filing receipts for your credit card.

8. Also, keep in mind that you should know BEFORE you purchase items where it should be charged or under what budget it should be charged—as well as having some type of approval beforehand.

9. Please refrain from purchasing through any type of PayPal system. (Ebay, Amazon, etc.)