

## CHARGE CARD STATEMENT CHECKLIST

- Verify each transaction is legitimate and correct.
- Check the statement to see if you have a balance due. Pay any individually billed item(s) on time.
- Determine if any transactions need to be transferred from individually billed to centrally billed or vice versa. If you have transactions that need transferred: send an e-mail message to your AOPC Jill Hodges detailing how it needs transferred IBA to CBA or CBA to IBA, The transaction date, vender and \$ amount. You must CC your supervisor on this memo.
- Do any charges need to be disputed? It is your responsibility to dispute any charge on your card that is not a valid charge or you will be held personally responsible for the charge. Disputed transactions must be initiated within 60 days of the date of the statement. To dispute a charge send a detailed explanation of why the charge needs to be disputed to your AOPC Jill Hodges and CC your supervisor on the request.
- **EVERY** transaction that is Centrally Billed must have the following information: Please print Legibly
  - Cost Authority
  - Cost Center
  - Budget Object Code
  - Detailed Description
  - Travel Dates
  - Destination
  - Purpose of trip
  - Purchase Authority -what did you buy?
- Sign & Date the front of the statement this must be done by the 19<sup>th</sup> of the month following the statement date.
- Give your statement to your Supervisor to Sign, Date and send into finance.

### **Budget Object Codes for Travel**

- 211 A -ATM Travel Advance Expense
- 211B -TMC Transaction Fees
- 211C -Commercial Transportation
- 211 D -Employee Per Diem (Hotel)
- 211 I -Other Incidental Expenses
- 211 L -Local Travel
- 211 R -Passenger Vehicle Rental
- 211 T -Taxi Fares
- 269F -Fuel for Rental Cars
- 252T -Training Costs