<u>Deadlines and How to Create a Firm Paid Items Report</u>

1) **Reconciling charges in Chrome River, and submitting your signed LaCarte Statement and Firm Paid Items Report are two separate state requirements.**

   a) The first requirement is to reconcile all charges that are on the bank statement. This means that all LaCarte charges in your Chrome River eWallet must be moved to an Expense Report.

      i) This requirement is due by the 15^{th} of each month if there are transactions (either charges or credits) on the statement that is received on the 6^{th} of the month. If there are no transactions, you will not receive a notification from the Bank of America, and no reconciliation is required.

      ii) Please **<u>DO NOT</u>** attach your statement to your Expense Report, as it contains your entire credit card number.

   b) The second requirement is to submit the signed LaCarte statement and Firm Paid Items Report to the Purchasing Office by emailing the documents to lacarte@louisiana.edu or sending them through interoffice mail. Please do not send the documents both ways. Whichever way is easier for you is fine, but we do not want to receive them twice.

      i) This requirement is due by the 20th of each month for the bank statement ending on the 5^{th} of that month. The signed statement and the Chrome River Firm Paid Items Report must be submitted to the Purchasing Office, and both documents must be signed by the cardholder and LaCarte approver.

      ii) A copy of the signed LaCarte statement and Firm Paid Items Report, along with the original invoices are to be kept in your department in case of an audit. PDF copies are attached to the expense line in Chrome River; therefore the Purchasing Office does not need a copy of the invoices.

2) **To create a Chrome River Firm Paid Items Report:**

      i) From the Chrome River Dashboard, choose the three bars on the top-left corner.
      ii) Choose Inquiry, then Expense, then My Firm Paid Items.
      iii) Click on the Transaction Date drop-down arrow, then the Date Range drop-down arrow.