

CARD ENTRY PROCESSING REMINDERS

Documentation Requirements:

- Original documentation which explains the purpose and source of the deposit should be attached to the back of the CARD entry.
- Supporting documents should be letter size (8 ½" x 11") or taped and/or copied to letter size white paper and attached to the corresponding CARD entry.
- The CARD entry number should be written on each page of the attached supporting documentation and on every check included in the entry.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation. A copy of the Settlement or Batch report must be used as the back-up for credit card MOPS.
- An additional copy of each bankcard type and DPS (MOP used for wire/ach funds sent directly to LSU's bank account) entries should be tri-folded and placed in the back of all the documentation. The original copy of each credit card type and DPS entry will remain with the CARD for imaging.
- A clear description of the purpose and source of the deposit should be provided under "Comments" on the departmental transmittal tab of the CARD entry. Please note that once the CARD entry and the original supporting documents are imaged, documents will be shredded. Supporting documentation may include the following:

Deposits (for all methods of payment)

- Check stubs-taped to 8 ½ x11 paper
- All supporting and relevant documentation substantiating payment

Accounts Receivable

- University authorization to assess fees/charges and any other documentation that will fully explain the transaction

Submitting CARD Entries to Bursar Operations:

- CARD entries with cash, check, or money orders must be hand carried to the University Cashier and the carrier must wait for the entry to be validated. The University Cashier office hours are Monday – Friday 10:00 AM – 11:45 AM and 12:30 PM – 4:00 PM.
- CARD entries that do not contain cash, checks or money orders can be scanned and emailed to cardobo@lsu.edu.
- All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:
 - Sign electronically (using phones and/or computer mouse).
 - Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
 - The approval can be obtained via an email directly from student/faculty/staff. If the authorization is received via email without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary email account.

Questions:

- Contact Britney Mounts at 578-3681 (bgraves1@lsu.edu) or Courtney Bloch at 578-3376 (cbloch4@lsu.edu).