How to Organize Credit Card Statements and Backup

The Business Office Annex is responsible for verifying and maintaining the credit card statements for every cardholder. After verifying them we file alphabetically by statement date. So, in order to easily file all these statements, there is an optimal way to organize the statements along with any backup.

- **Always have the statement in the front**
- **Followed by the Credit Card TME/Documentation form**
- **Followed by all the backup for the expenses**
- **Followed by any receipts from the Cashier's Office for any returned cash advance money or for reimbursements to the College for personal use of the credit card**
- **Make sure everything is stapled together**

This way we can easily check for necessary signatures, mandatory receipts and funds returned or reimbursed to the College.

Also, believe it or not staples take up a lot of room so please, if you can get away with it only use one staple per statement.