



PROVIDING DECLINING BALANCE CARDS TO UNIVERSITY PROGRAM PARTICIPANTS

Scope: All campuses served by Louisiana State University (LSU) Office of Accounting Services.

Effective: July 1, 2009. This FASOP supersedes and replaces all prior versions.

Purpose: The University hosts programs that bring junior high and high school students, undergraduate and graduate students and members of the workforce to campus for education and/or professional development. Providing declining balance cards for meals and other program related expenses to the participants assures the most efficient use of the program time allotted or may be necessary for participants who are campus residents during the program. Funds for TigerCASH, Paw Points or a Meal Plan will not be provided to any full-time employee.

Procedures:

The procedures outlined below should be followed for providing funds for meals or other program related costs via TigerCASH, Paw Points or Meal Plan to program participants:

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- E. If approved by Accounts Payable, the form will be forwarded to the Tiger Card Office for processing and notice of approval will be sent to the Program Administrator. If the request is denied, the Program Administrator will be informed.
- F. The Tiger Card Office will process the request and provide the cards to the Program Administrator who will issue the cards to the program participants. It is recommended that the Program Administrator have the participants sign an acknowledgement of receipt of the card. Form AS527-A, "Receipt of Declining Balance Card", should be completed and maintained in the Program Administrator's file.
- G. In the event a participant does not arrive for the program, or leaves the program prior to the end date, the Program Administrator should notify the Tiger Card Office to deactivate the card(s).
- H. The Auxiliary Participant (0.00) or leave (0.00) should be completed and maintained in the Program Administrator's file.
