

**CENTRALLY BILLED ACCOUNT ENROLLMENT & AGREEMENT**

**AS800**

Request Date \_\_\_\_\_

Department		Company Number & Cost Center (For example: 10CC00408)	
CBA Primary Authorizer		LSUID	
Phone	Fax	E-mail	
Room / Building		Baton Rouge, LA 70803	

**Participation Agreement**

Participation in the Central Billed Account (CBA) program is a convenience and a privilege. The CBA is University property and must be used with good judgment and in accordance with all University procurement and travel requirements.

1. The CBA is provided to departments to purchase airline tickets and pay for conference registrations. The CBA may be revoked at any time based on change of assignment or location. The CBA is neither an entitlement nor reflective of title or position. The CBA may not be used for purchases to be paid by private sources, including those that must be paid directly by the LSU Foundation.
2. The CBA should be used for business-related purchases only - **personal charges are expressly prohibited.**
3. The CBA Primary Authorizer is responsible for all charges made against the card.
4. Improper use of the CBA may be considered misappropriation of University funds which may result in disciplinary action - up to and including termination.
5. All charges are billed directly to and paid by the University. Personal charges on the CBA will be considered misappropriation of University funds.
6. The CBA Primary Authorizer must comply with internal procedures in order to protect University assets. This includes retaining receipts, reconciling weekly transactions sent via the Notification box in Workday, resolving any discrepancies by contacting the supplier and the bank, and following proper card security measures.

I understand that the CBA provides me with an alternate means of payment for airfare/conference registration fees purchased on behalf of the University. I understand that all State and University procurement and travel guidelines must be followed. I understand that any purchases made outside of these guidelines will be considered personal items. **I authorize payroll deduction for any items purchased that are not in compliance with State and University procurement guidelines.**

\_\_\_\_\_  
Signature of CBA Primary Authorizer

\_\_\_\_\_  
Date

I approve the above-named individual as the Primary Authorizer for the Centrally Billed Account (CBA).

APPROVALS	Signature	Title	Date
Department Head			

It is recommended that a secondary approver be assigned for back-up purposes. Please provide the names of any secondary approvers for this departmental CBA.

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