



## PERMANENT MEMORANDUM 78 UNIVERSITY LACARTE CARD PROGRAM

Monitoring Unit: Finance & Administration

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\*This PM supersedes and replaces FASOP: AS-20, LaCarte Card Program Policy

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## I. INTRODUCTION

The LaCarte card is the purchasing card issued to authorized employees for the purpose of making small dollar purchases. The LaCarte card is a Visa credit card issued by Bank of America (BOA) for the State of Louisiana. The card is a resource that simplifies the buying process, improves cycle time from ordering to payment, and benefits the University by reducing costs associated with less paperwork and processing time. The LaCarte card is accepted by any vendor who accepts Visa.

The LaCarte card is a University corporate credit card and will not affect the cardholder's personal credit. When using LaCarte, an authorized University employee is entrusted with the authority to make small dollar purchases on behalf of their department. An employee's LaCarte card is "programmed" with a range of information:

- A. Cardholder's identity
- B. Cardholder's spending profile showing authority for procurement, travel, or both
- C. Dollar limits for cardholder's purchase
- D. Types of merchants (merchant category code; i.e. MCC) that may or may not be utilized

This program does not allow cash withdrawals/transactions or any attempts for cash transactions, as cash is blocked from this program.

Bank of America has transitioned their Corporate Card Program to the Chip and PIN Technology to help prevent fraud and make it more difficult to copy or counterfeit a transaction.

New, renewal or replacement cards will have the Chip and PIN technology. The card insert will inform the cardholders if the card has the Chip and PIN technology and how to activate the card. Also, cardholders will be required to register at <https://cardportal.works.com/gar/>. ***It is important that cardholders obtain their PIN and secure their PIN. The Accounts Payable Office cannot obtain PINs for cardholders.*** For instructions on how to obtain PINs, please refer to Appendix A for campus specific details.

## II. DEFINITIONS

For the purpose of these regulations, the following words have the meanings indicated:

- A. Accounts Payable Office – the campus accounting office responsible for maintaining the University LaCarte Card Program which includes the policy and procedures.
- B. Cardholder – the employee that was issued a LaCarte card.
- C. Centrally Billed Account (CBA) – credit account issued in a Department's name (no plastic card issued). These accounts are direct liabilities of the University and are paid by each Department. CBA Accounts are controlled through an authorized approver(s) to provide a means to purchase airfare and conference registration only. Each Department Head determines the extent of the account's use.
- D. Cycle – the period of time between billings. For example, the University LaCarte card closing period ends at midnight the 5<sup>th</sup> of each month. Synonymous with "billing cycle".

- E. Cycle Limit – maximum spending (dollar) limit a LaCarte/CBA is authorized to charge in a cycle. These limits should reflect the individual’s purchasing patterns. These are preventative controls and, as such, should be used judiciously.
- F. Departmental LaCarte Contact – employee designated by the Department Head to be the departmental liaison that is responsible for reviewing LaCarte transactions to ensure all transactions are University related and reconciled in a timely manner.
- G. Disputed Item – any transaction that was doubled charged, charged an inaccurate amount, or charged without corresponding goods or services received by the individual cardholder.
- H. Electronic Funds Transfer (EFT) – an electronic exchange or transfer of money from one account to another, either within the same financial institution or across multiple institutions.
- I. Electronic Signature – an electronic sound, symbol, or process attached to or logically associated with a record, or executed or adopted by a person with the intent to sign the record.
- J. Fraud – any transaction, intentionally made that was not authorized by the cardholder or for official University business.
- K. LaCarte Agreement Form – a form signed by the cardholder that acknowledges the cardholder has received required training, understands the LaCarte card policy, and accepts responsibility for compliance with all policies and procedures.
- L. LaCarte Administrator – person designated with the authority to maintain the University LaCarte Card Program for compliance with all related University policies and procedures. Also, referred to as the Program Administrator.
- M. LaCarte Card – a purchasing card issued in an employee’s name. This account is the direct liability of the University. It is the preferred means of payment for purchases of goods, services, and allowable travel expenses.
- N. LaCarte Enrollment Form – a form that initiates the LaCarte card issuance process for the cardholder.
- O. LaCarte Renewal Agreement Form – A form signed by the cardholder that acknowledges the cardholder has received required renewal certification training, understands the University LaCarte Card Program, and accepts responsibility for compliance with all policies and procedures.
- P. Merchant – a business or other organization that may provide goods or services to a customer. Synonymous with “supplier” or “vendor”.
- Q. Merchant Category Code (MCC Code) – a standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned a MCC code by the acquiring bank.
- R. Merchant Category Code Group (MCCG) – a defined group of merchant category codes. MCCG’s are used to control whether or not cardholders can make purchases from particular

types of merchants.

- S. PM-13 (Policy Memorandum 13, University Travel Regulations) – the set of regulations used to assist in making travel arrangements and to seek reimbursement of travel expenses.
- T. Program Administrator – person designated with authority to maintain the University LaCarte Card Program for compliance with all related University policies and procedures. Also referred to as the LaCarte Administrator.
- U. Purchasing Agent – departmental employee authorized to purchase goods and services at the lowest possible price while maintaining a high level of quality.
- V. Purchasing Authority - spending profile designated for procurement expenses to be paid with the LaCarte card.
- W. Single Purchase Limit (SPL) – the maximum spending (dollar) limit a LaCarte card is authorized to charge in a single transaction. The SPL is subject to the approved Purchasing/Travel Authority/Delegation.
- X. Split Purchase – purchases that are split with the intent of and for the purpose of evading the LaCarte card single purchase limit set for the cardholder. Purchases determined to be split purchases will require reimbursement from private funds.
- Y. Transaction Documentation – all documents pertaining to a transaction, whether paper or electronic. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase receipts/invoices (with complete item descriptions, not generic such as “general merchandise”), receiving documents, credits, disputes, and written approvals. Travel documentation would include the travel authorization, airline exceptions, justifications, approvals, travel expenses, etc.
- Z. Travel Authority – spending profile designated for travel expenses to be paid with the LaCarte card.
- AA. Uniform Guidance – Office of Management and Budget (OMB) consolidation of federal circulars impacting research administration into a single document.
- BB. WORKS – Bank of America’s online system used for program maintenance, card/CBA issuing/suspension/cancellation and reporting.

### **III. POLICY GUIDELINES**

#### **A. Purchasing Authority**

The single purchase limit (SPL) can vary for each purchasing agent based on their campus purchasing authority. The standard SPL for an authorized employee is \$5,000. Department Heads may elect to authorize a SPL of \$1,000 for purchasing agents within their departments. The “procurement need” as a whole must be evaluated to ensure the LaCarte

card is the appropriate payment method for goods and services. When the “procurement need” exceeds the \$5,000 (or \$10,000 if Procurement Delegation has been granted), competitive pricing is required, the “requisition to purchase order” process must be followed.

#### B. Small Dollar Purchases

For LSU entities subject to the Higher Education Procurement Code (LAC 34:XII.525.A), Exception No. 36 refers to the Exceptions to the Competitive Solicitation Process (i.e., PRO-U525.A) for small dollar purchases in which LaCarte may be used. The small dollar purchases should never be artificially divided to circumvent the University LaCarte Card Program limits. Splitting invoices to stay under the cardholder’s single purchase limit violates the Higher Education Procurement Code and will require reimbursement from private funds if deemed a split purchase.

#### C. Procuring of Goods & Services with Federal Funds

In compliance with Uniform Guidance, as defined by the federal procurement regulation in Title 2 U.S. Code of Federal Regulations (CFR) Part 200, which permits purchases without soliciting competitive quotations, LaCarte can be used to pay for the procurement of goods and services charged to federal funds as cardholder’s spending limits fall within the “micro-purchase threshold” and do not exceed \$10,000 as increased by the National Defense Acquisition Act (NDAA). All cost incurred must be reasonable, necessary, allowable and appropriate to the specific account charged. Procurement policy (POL-U501.A) provides University departments with commodities that may be procured without formal or informal competition.

#### D. Sales Tax Exemption

LSU is a tax exempt entity. The LaCarte card is embossed with the State’s tax exemption number. Cardholders are to be reminded that procurement purchases are exempt from both state and city- parish sales tax. Cardholders should always make sure sales tax is not charged, especially when making local procurement purchases. Sales tax of \$25 or less may be accepted but only at the discretion of the Program/LaCarte Administrator. However, cardholders with continuous sales tax charged on local purchases will be required to seek a refund and cardholder privileges may be affected.

Some online purchases and/or out-of-state purchases may be subject to sales tax. Cardholders are encouraged to request a tax exemption, when applicable. A certificate is available for cardholders to provide to merchants as proof of sales tax exemption. Please contact the respective Accounts Payable Office for a copy of the sales tax exemption certificate.

LSU is also exempt from state sales tax on hotel rooms, vehicle rentals, and at parking facilities. *Form R-1392-State of Louisiana Employee Travel Expense Sales Tax Exemption Certificate* should be provided to hotels in order to be exempt from paying sales tax. This form should be completed by the requesting department and sent to the Accounts Payable Office for approval. For LSUHSC-NO, Form R-1392 is approved by the Department Head.

In the event state sales tax is charged and a credit is warranted, it will be the cardholder's responsibility to have the vendor/merchant issue a credit to the cardholder.

#### E. University Purchases Providing Cash or Cash-Like Incentives

When a University purchase results in a cash or cash-like incentives, the cash and/or incentives are the property of the University and may not be used for personal gain. Examples may include, but are not limited to, rebates, gift cards, two-for-one purchases, and spend rewards. The University recommends that cardholders do not participate in these promotional offers. It is the responsibility of the cardholder's department to be assured that any monetary or cash incentive rewards received as a result of a University purchase become property of the University.

#### F. Card Distribution and Maintenance

All contact with Bank of America for LaCarte card set up, maintenance, and closure (except for reporting lost/stolen or fraudulent charges) will be handled by the Program/LaCarte Administrator. When changes to information regarding your card arise, such as name or spending limit changes, the information may be revised by submitting a LaCarte Maintenance Form to the Accounts Payable Office. For name changes, a replacement card will be issued to the cardholder.

#### G. Card Renewal

LaCarte cards are issued for a period of three years, except those cards issued during the last year of Bank of America's contract with the State. Upon expiration, the cards are automatically renewed. Renewal cards are updated with the new expiration date only; no changes are made to the cardholder's account number. Cardholders will be required to complete a Renewal Certification Training before they can obtain their renewal card.

#### H. Declared Emergency Use

In the event the Governor declares a state of emergency, the LaCarte card may be changed to allow for higher limits and open restricted MCC codes for essential employees that would be on active duty during an emergency situation. Higher limits do not eliminate the need to follow emergency procurement rules, policies, procedures, and/or executive orders. All cards will be returned to their original profile once the emergency declaration has expired and/or when higher emergency limits are no longer necessary.

#### I. University Business Travel Expenses

For LSU entities that allow reimbursable business travel expenses on LaCarte, *PM-13, "University Travel Regulations"* must be followed when LaCarte is used as a means of payment. The SPL for travel authority is \$5,000 (monthly limit of \$40,000). LaCarte cardholders with Travel Authority must secure the

appropriate travel approvals, set forth by your campus, prior to using LaCarte to pay for any travel reservations and/or expenses.

Personal incidentals and meal per diem are not allowed on LaCarte. Travelers are encouraged to provide a personal credit card upon hotel check-in for personal incidental expenses. Meals should be paid with personal funds and a Travel Expense Reimbursement Request/Expense Report should be submitted for reimbursement following the completion of the travel.

Benefits of using the LaCarte card for University business travel expenses include the following:

1. Travel and Emergency Assistance Services
2. Auto Rental Collision Damage Waiver
3. \$500,000 Worldwide Automatic Travel Accident Insurance
4. Roadside Assistance
5. Collision Loss Damage insurance
6. Lost luggage insurance, up to \$3,000
7. Clients have 0% liability for external fraud
8. Visa Liability Waiver-Misuse Insurance- up to \$100,000 per cardholder

#### J. Centrally Billed Account (CBA)

For LSU entities with Centrally Billed Accounts, all CBA transactions must be in accordance with *PM-13, "University Travel Regulations"*. The purpose of the CBA is to provide a means of payment for airfare and conference registrations only. There is no plastic card issued; the account is referred to as a "ghost account". If it is determined that personal or other unauthorized charges are occurring on the CBA account, disciplinary action shall be taken to resolve the misuse/abuse of the account. CBA account numbers should be protected and secured in the same manner as the LaCarte card.

## IV. CARD RESTRICTIONS

The LaCarte Card has restrictions in place where the card will be blocked at the point of sale if a purchase is attempted at a restricted vendor and/or commodity. Examples might include, but are not limited to, tuition payments, personal purchases, alcohol, cash advances, gifts, gift cards, personal travel and entertainment expenses. Please refer to the list below for types of vendors and commodities where LaCarte may not be used.

#### A. Restricted Vendors



1. Drug Stores (pharmacies), except for pharmacy type purchases for Animal Studies and Public Health
  2. Liquor stores
  3. Services (with the exception of government documents)
  4. ATM
  5. Legal services
  6. Transportation and travel services
  7. Engineering, accounting, auditing, and bookkeeping services
  8. Pawn shops
  9. Furniture stores
- B. Restricted Commodities
1. Alcoholic beverages
  2. Court costs
  3. Alimony
  4. Child support
  5. Fines
  6. Bail bond payments
  7. Tax payments
  8. Cash advances, wire transfers, and money orders
  9. Consulting and related services
  10. Gift cards and gift certificates
  11. General contractors
  12. Insurance
  13. Temporary help services

14. Construction/Improvements to facilities (new construction, alterations, modifications, remodeling, inclusive of carpet, draperies, mini-blinds, locks, etc).

15. Professional Services

16. Membership clubs

## V. USAGE OF LACARTE CARD

### A. Placing Orders Using LaCarte

Purchasing goods and services on behalf of the University can be made in-store, through phone orders, or procured online.

To place an order online the vendor will require the following information:

1. Cardholder Name
2. LaCarte Account number
3. Expiration Date
4. Campus Delivery Address (the campus address should be the department of the cardholder)
5. Billing address (the billing address is assigned to the Accounting Office that distributes the cards)

Shipments to the cardholder's home address are not allowed. Shipments to other LSU locations are permissible provided there are arrangements with the employee receiving the items to send the itemized receipt, packing list, and any other documentation included with the shipment to their Departmental LaCarte Contact.

Cardholders should not allow the vendor to make a partial shipment or back order the balance of a purchase and charge the total quantity of the purchase.

### B. Card Declines

If the LaCarte card is declined by the vendor, it may be due to the spending limit being exceeded, the vendor's industry has been blocked from the card, or the card was reported lost or stolen. If uncertain about the reason for the decline, please contact Bank of America at 1-888-449-2273 for an explanation. If the decline was in error, the cardholder should contact the Program/LaCarte Administrator for assistance.

A written request (i.e., an e-mail) by the cardholder is required in order to grant an override for a declined purchase that is an allowable University expense. If the purchase is being

made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Program/LaCarte Administrator during normal business hours.

### C. Sales Tax Exemption Vendors

Cardholders are required to inform the vendor that the purchase is exempt from Louisiana state sales tax and all parish sales taxes. The University has already registered with some merchants to allow tax exempt purchases.

Please see below list for merchants and their Vendor Customer ID Numbers:

1. Home Depot – 5511616
2. Lowes – 046100014
3. Office Depot – 18201070
4. Wal-Mart - 192118

## VI. LACARTE CARD RESPONSIBILITIES

Responsibilities of participating in the University LaCarte Card Program rely not just on the cardholder, but also any approvers/reviewers and Deans, Directors, and Department Heads.

### A. Cardholder Responsibilities

Cardholders are expected to make sound business decisions in the best interest of LSU, to comply with the policies and procedures as set forth in this policy, and to comply with the University Procurement Policies & Procedures. Adherence to all policies allows for continued processing savings, ensures accountability, and provides a clear audit trail of purchases. The LaCarte card should be safeguarded with the same level of care that is given to personal credit cards.

Cardholder's must maintain the following responsibilities:

Security:

1. Sign the card immediately upon receipt.
2. Keep the LaCarte card in an accessible but secure location.
3. Guard the card number carefully and do not write the number down where it is could be accessible to others.
4. Do not allow a credit card merchant to keep the card on file.

5. Never e-mail the full account number or send a copy of the credit card to anyone under any circumstances. If designation of an account is necessary, only use the last four digits of the account.
6. Do not loan or allow another employee to use your card. The cardholder is responsible for all charges. Violating this policy may result in the loss of your LaCarte card privileges.

Card Usage:

7. Never attempt to access cash, under any circumstances, as cash withdrawals are restricted from the University LaCarte Card Program.
8. Never accept cash in lieu of credit.
9. Never make a payment directly to the bank.
10. Never, under any circumstances, use the LaCarte card for personal, non-business expenses.
11. Do not participate in promotional offer programs.
12. Do not allow a merchant to continue to swipe a card if the card declines.

Policy Requirements:

13. Review each transaction to confirm all purchases are valid University purchases.
14. Retain all receipts for purchases and make sure the receipts are official itemized invoices with a detail description of the purchase.
15. Provide justification when the purchase does not have a clear business purpose.
16. Respond timely and promptly to questions/concerns regarding LaCarte card purchases.
17. Stay abreast of the University Policies in regard to the University LaCarte Card Program.

B. Departmental LaCarte Contact Responsibilities

Department Heads must designate a departmental liaison referred to as the “Departmental LaCarte Contact” (and an alternate) to be responsible for reviewing transactions of individual cardholders to ensure all transactions are legitimate University business expenses and are reconciled in a timely manner.

The Departmental LaCarte Contact must maintain the following responsibilities:

1. Stay abreast of University Policies with the University LaCarte Card Program.

2. Review and reconcile LaCarte purchases to ensure all cost documentation is completed.
3. Review all receipts to ensure descriptions and/or justification is provided when the purpose of the purchase is unclear.
4. Ensure all transactions are assigned appropriately;
5. Ensure appropriate approvals and/or forms are attached to the LaCarte purchases.
6. Contact the Program/LaCarte Administrator on any disputed charges with a vendor within 60 days of the transaction date.
7. Notify the Program/LaCarte Administrator of lost/stolen cards along with any fraudulent purchases or card misuse, immediately.
8. Ensure the department has exit procedures in place to address when a cardholder leaves the University. The Department LaCarte Contact and the cardholder's supervisor must coordinate to account for and destroy cards (immediately) as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the Program/LaCarte Administrator upon notification of the employee's termination to ensure the cardholder's purchases are audited prior to the employee's last work day. If LaCarte transactions or account statements are not completed prior to leaving the University, the cardholder's paycheck will be held until all information is completed.
9. Contact the Program/LaCarte Administrator to cancel a cardholder's card (i.e. terminated employees, or loss of LaCarte privileges).
10. Provide ongoing training and support in the use of LaCarte to approved department cardholders (i.e. communicate on the cardholder's behalf for any erroneous card declines, emergency purchases, etc.).
11. Respond timely and promptly to questions/concerns to expedite LaCarte transactions or account statements.

#### C. The Reviewer/Approver Responsibilities

A Reviewer/Approver must ensure all LaCarte purchases have the necessary documentation and the purchase was made in accordance with University Policy.

The Reviewer/Approver must maintain the following responsibilities:

1. Ensure each transaction has acceptable documentation to support the purchase.
2. Ensure the appropriate business purpose is justified for each purchase.

3. Verify all required approvals are secured.
4. Confirm the purchase is not a duplication of a personal reimbursement request and/or reimbursement for travel-related expenses.
5. Stay abreast of the University Policies in regard to the University LaCarte Card Program.

## **VII. ETHICS**

Cardholders must comply with the regulations relative to ethical conduct under the Code of Governmental Ethics of the Louisiana Revised Statutes Title 42, Chapter 15. Any involvement (direct or indirect) with outside purchases, the cardholder's only legitimate interest must be that of LSU. A cardholder must not give, or appear to give, a preference to anyone at the expense of the University.

### **A. Card Misuse**

1. A fraudulent purchase is defined as any use of the LaCarte/CBA which is determined to be an intentional attempt to defraud the University for personal gain or for the personal gain of others. An employee suspected of having misused the LaCarte/CBA with the intent to defraud the University will be subject to an investigation. If the investigation results in findings which show that the actions of the employee have caused impairment to the University, the employee will be subject to disciplinary action. The nature of the disciplinary action will be at the discretion of the appointing authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Legislative Auditor, Internal Audit, and the designated Program/LaCarte Administrator.
2. A non-approved purchase is defined as a purchase made by a LaCarte cardholder for which payment by the University is not approved. A non-approved purchase differs from a fraudulent purchase in that it is an unintentional misuse of the LaCarte/CBA with no intent to deceive the University for a personal gain or for a personal gain of others. A non-approved purchase is generally the result of miscommunication between a supervisor and the cardholder. If a non-approved purchase is made by a cardholder, the purchase plus the associated sales tax will be payroll deducted. If a cardholder makes a purchase that cannot be paid with University funds, the purchase is considered disallowed and the University must be reimbursed with private funds (i.e. Foundation funds).

### **B. Fraudulent Vendor Charges**

Cardholders are required to review their LaCarte transactions or account statements on a weekly basis to ensure all purchases are valid. Cardholders are required to contact Bank of America Fraud Security Department immediately at 1-877-451-4602 whenever an unauthorized charge is discovered. Cardholders should also contact the Program/LaCarte Administrator to report any unauthorized charges. The compromised LaCarte card will be cancelled and the Program/LaCarte Administrator will initiate the request for a new card.

### C. Lost or Stolen Card

Cardholders are required to report a stolen, lost, or misplaced LaCarte card immediately by calling Bank of America at 1-888-449-2273 (24 hours a day & 365 days a year). The affected card will be automatically closed by Bank of America, and a new card with a new account number will be issued.

Immediately reporting a lost, misplaced, or stolen LaCarte card limits the University's liability for potential charges that may occur from unauthorized use. Failure to promptly report a lost, misplaced, or stolen LaCarte card may result in the University seeking reimbursement from the cardholder for unauthorized charges.

### D. Disciplinary Action

A cardholder may be subject to disciplinary action, up to and including termination, for any of the following reasons:

1. The LaCarte card is used for personal or unauthorized purposes.
2. The LaCarte card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the State of Louisiana or LSU.
3. The cardholder artificially divides a purchase to circumvent procurement regulations and the limitations of the LaCarte card.
4. The cardholders fails to provide the required itemized receipts.
5. The cardholder fails to provide, when requested, information about any specific purchase.
6. The cardholder does not adhere to University policies and procedures.

## VIII. COST DOCUMENTATION AND DISALLOWED PURCHASES

### A. Cost Documentation

All LaCarte purchases, including credits, must have the appropriate cost documentation attached to support the purchase. Cost documentation for recording purchases must contain the following information:

1. Vendor name;
2. Detailed listing of what was purchased, including the item description and quantity;
3. Total dollar amount of the purchase;
4. Transaction date;
5. Shipping address, if applicable

Supporting information may include, but not limited to:

6. Packing slip;
7. Cash register receipt;
8. Copy of order form or application;
9. Email notification confirming order, which displays the item(s) ordered and the amount of the purchase.

#### B. Receipt of Order

Upon receiving the order, the cardholder must ensure the vendor correctly filled the order by verifying all of the items in the quantities received are itemized on the receipt or packing list. Cardholders should verify that sales tax was not charged to the invoice. If sales tax was charged, it is the cardholder's responsibility to contact the vendor immediately to obtain a credit. Cardholders should follow-up as necessary for tracing lost shipments and filing claims for damaged shipments. Requests can be made for guidance in these areas by contacting the Program/LaCarte Administrator. However, the responsibility for ensuring receipt of merchandise purchased remains with the cardholder.

#### C. Returns, Credits, and Disputed Items/Billing Errors

1. Returns: If items are returned for any reason, request a "Return Goods Authorization Number" from the vendor, record that number on the supplier's merchandise return form, and send it directly to the vendor. Keep a copy of the return form with the purchase receipts in case further follow-up is required.
2. Credits: The vendor should issue a credit for any item that has been approved for return. Under no circumstances should the cardholder accept cash in lieu of a credit to the LaCarte account. Cardholders need to request a copy of the credit slip from the vendor, keep it with the other LaCarte receipts, and note the return information on the Expense Report or account statement.

For reconciliation purposes, be aware that the charge for the merchandise and the credit for the returned item may not be within the same cycle. When the credit appears, the credit receipt and/or a copy of the original receipt should be submitted as documentation for the credit. In addition, the credit must be referenced to the original charge.

3. Disputed items and billing errors: The cardholder should always attempt to resolve any disputes or billing errors directly with the vendor. If an agreement cannot be reached with the vendor, the cardholder contact the following of the dispute:
  - a. Bank of America using the phone number on the back of the LaCarte card (i.e., 1-888-449- 2273)
  - b. Program/LaCarte Administrator who will monitor for the final decision from Bank of America



- c. Departmental LaCarte Contact/Accountant who will request the cardholder to complete the AS704, Disputed Item form and ensure the form is attached to the cardholder's expense report.

Bank of America operates its dispute process in accordance with bank card industry rules and customer service standards. Disputed charges will be processed in accordance with the applicable Visa rules. Disputed charges must be processed within sixty days of the transaction date. Failure to notify the bank during the sixty-day window will result in the University having to absorb the cost of the transaction.

**What cardholders should expect when contacting Bank of America:**

- i. Cardholders will be required to provide the details of the conservation with the merchant/vendor and provide any pertinent documentation as requested by Bank of America.
- ii. Cardholders will be required to review with the bank any other pending transactions to determine whether or not the transactions are valid.

The following describes the bank's process for handling merchant charge-backs according to the Visa rules as supported by Bank of America on behalf of its clients:

- iii. Upon notification of the dispute by the cardholder, Bank of America places the disputed transaction in a disputed status and collects the information necessary to support the charge-back, according to the association rules with the cooperation of the cardholder.
- iv. Bank of America initiates the charge-back and the cardholder's account is credited. The item is removed from dispute status. The merchant's bank receives the charge-back and a resolution period begins. If accepted, the merchant's bank will debit its merchant and the matter is closed. If not, the merchant's bank will return the charge-back with accompanying support documentation.
- v. After reviewing the disputed charge documentation, Bank of America will inform the Program/LaCarte Administrator of the resolution, which will result in either a credit to the cardholder's account or an indication that no recourse will be taken, causing LSU to be responsible for the charge.

#### D. Personal/Disallowed Purchases

Purchases requiring reimbursement to the University are handled using the following processes:

##### 1. Personal Purchases

Personal purchases are not allowed on the LaCarte card. Personal purchases made on the LaCarte card will result in a payroll deduction. If a receipt for a purchase is lost and a duplicate cannot be obtained, the purchase will be considered personal. For LSUHSC-

NO, reimbursements should be made by submitting a personal check to the Accounts Payable Office.

Personal purchases will result with the associated sales tax included in the payroll deduction. The “LaCarte Agreement” form, signed by the cardholder when receiving the card, provides the authorization for payroll deduction. The Program/LaCarte Administrator will monitor for repeat offenders which may result in LaCarte privileges being revoked.

## 2. Disallowed Purchases

A disallowed purchase is a purchase made by the cardholder in good faith, but the purchase is not allowed using University funds. Disallowed purchases paid with the LaCarte card will result in an accounts receivable being established on the cardholder’s Bursar account. The cardholder will be required to seek a reimbursement from private and/or Foundation funds to clear the receivable. For LSUHSC-NO, reimbursements should be made by submitting a personal check to the Accounts Payable Office. A list of disallowed purchases can be found in Appendix A, not all inclusive.

## 3. Disallowed Travel Expenses

Any personal incidentals and/or disallowed travel expenses paid with LaCarte that are not in accordance with *PM-13, “University Travel Regulations”* will result in a payroll deduction which may or may not have the associated sales tax included. The expense will determine whether sales tax should be included in the payroll deduction.

Authorization for a payroll deduction is made by the cardholder at the time the “LaCarte Agreement” form was signed.

## IX. RECONCILIATION

The responsibility of the reconciliation and reporting of LaCarte purchases lies not only on the cardholder but also the Department and the Program/LaCarte Administrator.

### A. Cardholder Responsibilities

Cardholders have thirty days from the date of the transaction to reconcile their purchases. Departmental policies will determine who will reconcile the LaCarte purchases. In some departments, the cardholder will be responsible for tracking, logging, and reconciling all purchases. In other departments, a designated individual (i.e., Departmental LaCarte Contact) may be responsible for these duties, but it remains the cardholder’s responsibility to provide all receipts and documentation to the person who will manage the reconciliation of the LaCarte transactions or account statements. Cross-training within the department is required for LaCarte reconciliation for when the Departmental LaCarte Contact is not available. All LaCarte transactions or account statements must have the appropriate approvals, set forth by your campus, secured in order for a purchase to be approved.

LaCarte cardholders with outstanding transactions or account statements that are not completed within the thirty day deadline, will result in the suspension of the cardholder's LaCarte card. The LaCarte card will not be reinstated until all outstanding items are cleared on the cardholder's account.

LaCarte card privileges will also be suspended if:

1. LaCarte purchases are older than forty-five days and not submitted to the Accounts Payable Office.
2. LaCarte purchases are reconciled with incomplete cost documentation.
3. Repeat offenders violate this policy or the University's Procurement Policies and Procedures.

Once the cardholder's card is suspended three times, the card will be revoked/cancelled. The cardholder will no longer be eligible for a LaCarte card.

In order to meet fiscal yearend close-out processing, the thirty-day deadline requirement may be reduced dependent on your designated campus procedures. At the end of the fiscal year, there is a final due date declared for all LaCarte transactions or account statements. LaCarte transactions or account statements not released to the Accounts Payable Office will result in the suspension of the cardholder's LaCarte card. Suspended cardholders must have all transactions current and approved before privileges will be reinstated. In addition, any suspended cardholders who do not resolve all delinquent transactions within thirty days of having their card suspended will have their card privileges revoked. Cardholders with revoked privileges will not have their LaCarte card privileges reinstated.

## B. Departmental Responsibilities

Departments using the LaCarte card must do so in accordance with the internal controls and audit standards set forth by the University. Approval of an application for the use of the LaCarte card by the appropriate Dean, Director, Department Head, or Administrative Officer signifies agreement that all departments/units/individuals using the approved cards will comply with the following guidelines and internal controls:

1. All departments/units will ensure a segregation of duties for processing LaCarte transactions. All LaCarte transactions or account statements will be audited for propriety of purchase, proper documentation (receipts, invoices, packing slips, etc.), correct budget assignment, and to ensure that all corrections and adjustments are made in a timely manner. The appropriate approvals, designated by your campus, must be obtained prior to submitting Expense Reports to the Accounts Payable Office.
2. Any financial irregularities may be reported anonymously by telephone (855-561-4099) or via on-line at [www.lsu.ethicspoint.com](http://www.lsu.ethicspoint.com) to the LSU Ethics and Integrity Hotline.

3. After auditing all cardholder purchases, all supporting cost documentation should be retained for each LaCarte purchase in an auditable state for a period of seven fiscal years. Supporting documentation for restricted and grant accounts must comply with University and granting agency requirements. Disposal of the records will be in accordance with University policy on record retention.
4. Annually, the Accounts Payable Office will provide all departments with a list of their cardholders and spending profiles. Department Heads will be required to review the cardholders, cardholder limits, and ensure appropriate utilization. A central file will be maintained in the Accounts Payable Office to document compliance with this requirement.

#### C. Program Management Responsibilities

The Accounting Office is responsible for the overall management of the University LaCarte Card Program as well as the audit of the disbursement of University funds for settlement of valid claims for goods and services.

The Program/LaCarte Administrator responsibilities include:

1. Keeping abreast of program updates as they become available along with the dissemination of this information to management, cardholders, and other personnel deemed appropriate.
2. Processing a weekly (or monthly at LSUHSC-NO by the Assistant Controller) electronic funds transfer to the issuing bank to pay for all LaCarte purchases submitted to the bank by the merchants, and reflected on the bank's statement billing file.
3. Generating and monitoring various WORKS reports at least on a monthly basis to assist in determining which cardholders may need additional training, counseling or cancellation of card, as well as, determining possible changes to cardholder's, profiles and MCC groups. A weekly report of terminated employees is also monitored to ensure prompt cancellation of cards. For LSUHSC-NO, the Accounts Payable Office receives an immediate e-mail notification as employees are terminated.



**LOUISIANA STATE UNIVERSITY AND A&M COLLEGE POLICY SUMMARY**

**Eligible Employees for LaCarte Card Program**

1. Full-Time/Part-time Employees
2. Graduate Assistant

**Sales Tax Exemption Certificates**

State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable and Travel Office 225-578-1550
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable and Travel Office 225-578-1550

**Trainings**

<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Monthly Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

**LaCarte Distribution**

<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder Only	Accounts Payable and Travel Office 217 Thomas Boyd Hall

**Placing Orders on LaCarte Card**

Billing Address	Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

**Card Maintenance**

<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, DeAnna Landry (225-578-8593)

**Card Declines**

<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator, DeAnna Landry (deanna@lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount



LOUISIANA STATE UNIVERSITY AND A&M COLLEGE POLICY SUMMARY

<b>Personal/Disallowed Purchases</b>	
<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.
For questions, please contact the LaCarte Administrator, DeAnna Landry at <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a> or (225) 578-8593.	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.



LOUISIANA STATE UNIVERSITY AND A&M COLLEGE POLICY SUMMARY

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.)
Items normally available through Instructional Support & Development, Facility Services, Division of Strategic Communications, and University Stores
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Official LSU Business System products must be ordered from the University-contracted vendors. These items include LSU letterhead, envelopes, business cards, memo pads, and note cards. Printing orders (other than official LSU Business System products) less than the Cardholder's SPL may be purchased with the LaCarte card from any vendor including the University-Contracted vendor for LSU Business Systems Products.
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles and University owned vehicles- See <i>"PM-13- University Travel Regulations"</i>
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## LOUISIANA STATE UNIVERSITY AND A&M COLLEGE POLICY SUMMARY

1. At link: <https://cardportal.works.com/gar>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSUID
  - b. **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
  - e. **Name of another person with a card for your organization** => Patrice Gremillion
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.





**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA POLICY SUMMARY**

**Eligible Employees for LaCarte Card Program**

1. Full-Time/Part-time Employees
2. Graduate Assistant

**Sales Tax Exemption Certificates**

State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable and Travel Office 225-578-1550
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable and Travel Office 225-578-1550

**Trainings**

<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Monthly Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

**LaCarte Distribution**

<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder Only	Accounts Payable and Travel Office 217 Thomas Boyd Hall

**Placing Orders on LaCarte Card**

Billing Address	Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

**Card Maintenance**

<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, DeAnna Landry (225-578-8593)

**Card Declines**

<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator, DeAnna Landry (deanna@lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount



LOUISIANA STATE UNIVERSITY AT ALEXANDRIA POLICY SUMMARY

<b>Personal/Disallowed Purchases</b>	
<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.
For questions, please contact the LaCarte Administrator, DeAnna Landry at <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a> or (225) 578-8593.	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.



LOUISIANA STATE UNIVERSITY AT ALEXANDRIA POLICY SUMMARY

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.)
Items normally available through Instructional Support & Development, Facility Services, Division of Strategic Communications, and University Stores
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Official LSU Business System products must be ordered from the University-contracted vendors. These items include LSU letterhead, envelopes, business cards, memo pads, and note cards. Printing orders (other than official LSU Business System products) less than the Cardholder's SPL may be purchased with the LaCarte card from any vendor including the University-Contracted vendor for LSU Business Systems Products.
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles and University owned vehicles- See <i>"PM-13- University Travel Regulations"</i>
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## LOUISIANA STATE UNIVERSITY AT ALEXANDRIA POLICY SUMMARY

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2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSUID
  - b. **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
  - e. **Name of another person with a card for your organization** => Patrice Gremillion
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.

LOUISIANA STATE UNIVERSITY AT EUNICE POLICY SUMMARY

Eligible Employees for LaCarte Card Program	
1.Full-Time/Part-time Employees	
2.Graduate Assistant	

Sales Tax Exemption Certificates		
State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable and Travel Office 225-578-1550
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable and Travel Office 225-578-1550

Trainings		
<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Monthly Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

LaCarte Distribution		
<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder Only	Accounts Payable and Travel Office 217 Thomas Boyd Hall

Placing Orders on LaCarte Card	
Billing Address	Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

Card Maintenance	
<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, DeAnna Landry (225-578-8593)

Card Declines	
<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator, DeAnna Landry (deanna@lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount



LOUISIANA STATE UNIVERSITY AT EUNICE POLICY SUMMARY

<b>Personal/Disallowed Purchases</b>	
<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.
For questions, please contact the LaCarte Administrator, DeAnna Landry at <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a> or (225) 578-8593.	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.



LOUISIANA STATE UNIVERSITY AT EUNICE POLICY SUMMARY

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.)
Items normally available through Instructional Support & Development, Facility Services, Division of Strategic Communications, and University Stores
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Official LSU Business System products must be ordered from the University-contracted vendors. These items include LSU letterhead, envelopes, business cards, memo pads, and note cards. Printing orders (other than official LSU Business System products) less than the Cardholder's SPL may be purchased with the LaCarte card from any vendor including the University-Contracted vendor for LSU Business Systems Products.
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles and University owned vehicles- See <i>"PM-13- University Travel Regulations"</i>
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## LOUISIANA STATE UNIVERSITY AT EUNICE POLICY SUMMARY

1. At link: <https://cardportal.works.com/gar>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSUID
  - b. **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
  - e. **Name of another person with a card for your organization** => Patrice Gremillion
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.



**PENNINGTON BIOMEDICAL RESEARCH CENTER POLICY SUMMARY**

<b>Eligible Employees for LaCarte Card Program</b>	
1.Full-Time/Part-time Employees	
2.Graduate Assistant	

<b>Sales Tax Exemption Certificates</b>		
State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable and Travel Office 225-578-1550
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable and Travel Office 225-578-1550

<b>Trainings</b>		
<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Monthly Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

<b>LaCarte Distribution</b>		
<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder Only	Accounts Payable and Travel Office 217 Thomas Boyd Hall

<b>Placing Orders on LaCarte Card</b>	
Billing Address	Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

<b>Card Maintenance</b>	
<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, DeAnna Landry (225-578-8593)

<b>Card Declines</b>	
<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator, DeAnna Landry (deanna@lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount



**PENNINGTON BIOMEDICAL RESEARCH CENTER POLICY SUMMARY**

<b>Personal/Disallowed Purchases</b>	
<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.
For questions, please contact the LaCarte Administrator, DeAnna Landry at <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a> or (225) 578-8593.	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.



**PENNINGTON BIOMEDICAL RESEARCH CENTER POLICY SUMMARY**

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.)
Items normally available through Instructional Support & Development, Facility Services, Division of Strategic Communications, and University Stores
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Official LSU Business System products must be ordered from the University-contracted vendors. These items include LSU letterhead, envelopes, business cards, memo pads, and note cards. Printing orders (other than official LSU Business System products) less than the Cardholder's SPL may be purchased with the LaCarte card from any vendor including the University-Contracted vendor for LSU Business Systems Products.
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles and University owned vehicles- See <i>"PM-13- University Travel Regulations"</i>
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## PENNINGTON BIOMEDICAL RESEARCH CENTER POLICY SUMMARY

1. At link: <https://cardportal.works.com/gar>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSU ID
  - b. **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
  - e. **Name of another person with a card for your organization** => Patrice Gremillion
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.



**LOUISIANA STATE UNIVERSITY AT SHREVEPORT POLICY SUMMARY**

**Eligible Employees for LaCarte Card Program**

- |                                 |
|---------------------------------|
| 1.Full-Time/Part-time Employees |
| 2.Graduate Assistant            |

**Sales Tax Exemption Certificates**

State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable and Travel Office 225-578-1550
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable and Travel Office 225-578-1550

**Trainings**

<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Monthly Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

**LaCarte Distribution**

<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder Only	Accounts Payable and Travel Office 217 Thomas Boyd Hall

**Placing Orders on LaCarte Card**

Billing Address	Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

**Card Maintenance**

<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, DeAnna Landry (225-578-8593)

**Card Declines**

<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator, DeAnna Landry (deanna@lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount



LOUISIANA STATE UNIVERSITY AT SHREVEPORT POLICY SUMMARY

<b>Personal/Disallowed Purchases</b>	
<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.
For questions, please contact the LaCarte Administrator, DeAnna Landry at <a href="mailto:deannal@lsu.edu">deannal@lsu.edu</a> or (225) 578-8593.	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.



LOUISIANA STATE UNIVERSITY AT SHREVEPORT POLICY SUMMARY

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.)
Items normally available through Instructional Support & Development, Facility Services, Division of Strategic Communications, and University Stores
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Official LSU Business System products must be ordered from the University-contracted vendors. These items include LSU letterhead, envelopes, business cards, memo pads, and note cards. Printing orders (other than official LSU Business System products) less than the Cardholder's SPL may be purchased with the LaCarte card from any vendor including the University-Contracted vendor for LSU Business Systems Products.
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles and University owned vehicles- See <i>"PM-13- University Travel Regulations"</i>
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## LOUISIANA STATE UNIVERSITY AT SHREVEPORT POLICY SUMMARY

1. At link: <https://cardportal.works.com/gar>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSUID
  - b. **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
  - e. **Name of another person with a card for your organization** => Patrice Gremillion
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.





**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER POLICY SUMMARY**

**Eligible Employees for LaCarte Card Program**

- |                                  |
|----------------------------------|
| 1. Full-Time/Part-time Employees |
| 2. Graduate Assistant            |

**Sales Tax Exemption Certificates**

State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	AgCenter Accounting Services website of contact 225-578-4648
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	AgCenter Accounting Services website of contact 225-578-4648

**Trainings**

<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
On-line LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders

**LaCarte Distribution**

<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards for cardholders located on Baton Rouge campus	Cardholder Only	AgCenter Accounting Services 103 J. Norman Efferson Hall
New, Replacement, Renewal LaCarte Cards for cardholders located in outlying areas	Replacement cards will be mailed to cardholders. New and renewal cards will be mailed upon verification of completed training and receipt of signed agreement form.	Will be mailed.

**Placing Orders on LaCarte Card**

Billing Address	LSU AgCenter, Accounting Services, 103 J. Norman Efferson Hall, Baton Rouge, LA 70803
Shipping Address	Cardholder's departmental address

**Card Maintenance**

<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator, Pat Broussard (225-578-8583)

**Card Declines**

<u>Who to Contact</u>	<u>Documentation Required for Processing</u>



**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER POLICY SUMMARY**

LaCarte Administrator, Pat Broussard (pabroussard@agcenter.lsu.edu)	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount
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**Personal/Disallowed Purchases**

<b><u>Type of Purchase</u></b>	<b><u>Reconciliation Process</u></b>
Personal purchase	Payroll deduction with associated 9.45% state sales tax will be set up on cardholder's account in Bursar Operations. The payroll deduction will occur on the cardholder's next payroll check.
Disallowed Purchase	An accounts receivable will be set up on cardholder's account in Bursar Operations. If reimbursement is to be processed through LSU Foundation, the check request payable to "LSU" can be made to LSU and Bursar Operations will clear the receivable against the cardholders account.

For questions, please contact the LaCarte Administrator, Pat Broussard at pabroussard@agcenter.lsu.edu or (225) 578-8583.



**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER POLICY SUMMARY**

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Five days to reconcile all LaCarte Expense Reports instead of thirty days	Transactions will be expensed in the next fiscal year which may affect budgets and will result in a cardholder suspension until all transactions are completed.

<b>Disallowed Purchases (Not All Inclusive)</b>
Leather and/or personalized planners
Decorative items
Gifts, flowers/plants, wrapping paper/gift bags, boxes, cards, and invitations
Gift cards and Gift Certificates
Holiday Merchandise
Contributions
Professional Services, Specialty and Consulting Services (a requisition is required)
Keys and locks for permanent/semi-permanent structures located on Baton Rouge campus must be requested through LSU Office of Facility Services
Cups, napkins, etc. to stock kitchen/breakrooms
Purchases to be paid directly with Foundation Funds
Improvements to facilities located on Baton Rouge campus (new construction, alterations, modifications, remodeling inclusive of carpet, draperies, mini-blinds, locks, etc.) must be requested through LSU Office of Facility Services
Unusual items (decorative, personal, or any items appearing inconsistent with department's mission)
Items costing in excess of the Cardholder's Single Purchase Limit, unless prior approval has been granted to place the card in override status
Taggable Movable Property- See <i>FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"</i> (a requisition is required)
Gasoline in privately-owned vehicles
Per diem meal while in travel status
Personal incidentals while in travel status

**Cardholder PIN Instructions**

## LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER POLICY SUMMARY

1. At link: <https://cardportal.works.com/gar>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
  - a. **Verification ID** => Your LSUID
  - b. **Billing Address** => Ag Center Accounting Services, 103 J. Norman Efferson Hall, Baton Rouge, LA 70803
  - c. **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
  - d. **Program Administrator Name** => Pat Broussard or Jan Bernath
  - e. **Name of another person with a card for your organization** => Jan Bernath
  - f. **Card Limits:**
    - i. Single Transaction Limit => \$1,000; Monthly Limit => \$30,000 (Procurement only)
    - ii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement only)
    - iii. Single Transaction Limit => \$5,000; Monthly Limit => \$40,000 (Procurement & Travel only)
    - iv. Single Transaction Limit => \$10,000; Monthly Limit => \$200,000 (Purchasing Delegation only)
3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <https://cardportal.works.com/gar>. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.
4. You can keep the Bank of America issued PIN or change it to a personal PIN.

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – NEW ORLEANS POLICY SUMMARY**

**Eligible Employees for LaCarte Card Program**

1.Full-Time/Part-time Employees

**Sales Tax Exemption  
Certificates**

State Sales Tax Exemption Certificate	Provided to vendor for proof of sales tax exemption for University	Accounts Payable 504-568-4554
Form R-1392- Sales Tax Exemption Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable 504-568-4554

**Trainings**

<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>
In Person LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every Three Years)	All Employees	LaCarte Cardholders
Periodic Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Departmental LaCarte Contacts)

**LaCarte Distribution**

<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>
New, Replacement, Renewal LaCarte Cards	Cardholder, Business Manager	433 Bolivar St. Rm 615A RCB

**Placing Orders on LaCarte Card**

Billing Address	433 Bolivar St. New Orleans, LA 70112
Shipping Address	Cardholder's departmental address

**Card Maintenance**

<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	LaCarte Administrator

**Card Declines**

<u>Who to Contact</u>	<u>Documentation Required for Processing</u>
LaCarte Administrator	Written request documenting what is being purchased, purpose of item, vendor name and dollar amount

**Personal/Disallowed Purchases**

<u>Type of Purchase</u>	<u>Reconciliation Process</u>
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**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – NEW ORLEANS POLICY SUMMARY**

Personal purchase	Private check or payroll deduction with associated state sales tax added
Disallowed Purchase	Private check or payroll deduction
For questions, please contact the LaCarte Administrator, Danielle Burlison at dburli@lsuhsc.edu or 504-568-4554 or Monica Martin at mmart5@lsuhsc.edu or 504-568-4729	

<b>Fiscal Year End LaCarte Reconciliation</b>	
<b><u>Reconciliation</u></b>	<b><u>Disciplinary Action</u></b>
Transactions with a post date of July 1st thru 5th, will be recorded as new fiscal year charges.	Cardholder documentation not received by the 5th of the following month, may result in card suspension

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – NEW ORLEANS POLICY SUMMARY**

<b>Disallowed Purchases (Not All Inclusive)</b>
Facility type purchases (room modifications, wall mounts, carpet, etc.)
Fines, Late Fees, Penalties (including parking tickets)
Flowers for any occasion (CM18 was rescinded)
Frames
Fuel
Furniture (desks, chairs, bookcases, file cabinets, etc.)
Gifts and give away Items
Gift Cards and Gift Certificates
General Contractors
Holiday Items (decorations, gifts, cards, etc.)
Insurance Premiums
Internet Services
I-Tunes accounts
Online Auction Sites (Ebay)
Pawn Shops
Personal, Professional, and Consulting Services
Personal purchases of any kind
Picture Frames and Posters
Plaques, Trophies, Awards
Promotional items
Refreshments (unless purchased in conjunction with an on-campus, prior approved meal)
Smartphones/Blackberries (including accessories that do not come with initial purchase i.e. protective covers, car chargers, other accessories)
Tablets (including I-Pads)
Tax Payments
Temporary Help Services
Tuition
Unusual Items: Anything appearing inconsistent with the department's mission.

<b>Cardholder PIN Instructions</b>
<ol style="list-style-type: none"> <li>1. At link: <a href="https://cardportal.works.com/gar">https://cardportal.works.com/gar</a>, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1- 888-449-2273 which is the number on the back of the card.</li> <li>2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:               <ol style="list-style-type: none"> <li>a. <b>Verification ID</b></li> <li>b. <b>Billing Address Phone Number associated with your card</b></li> <li>c. <b>Program Administrator Name</b></li> <li>d. <b>Name of another person with a card for your organization</b></li> <li>e. <b>Card Limits</b></li> </ol> </li> <li>3. Once you receive your Username, if you do not know your password, click the "Forgot your Password" at the <a href="https://cardportal.works.com/gar">https://cardportal.works.com/gar</a>. Bank of America will send you a secure e-mail</li> </ol>

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – NEW ORLEANS POLICY SUMMARY**

with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot your Password process.

4. You can keep the Bank of America issued PIN or change it to a personal PIN.





LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – SHREVEPORT POLICY SUMMARY

Eligible Employees for LaCarte Card Program		

Sales Tax Exemption Certificates		

Trainings		
<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>

LaCarte Distribution		
<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>

Placing Orders on LaCarte Card	
Billing Address	
Shipping Address	

Card Maintenance	
<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	

Card Declines	
<u>Who to Contact</u>	<u>Documentation Required for Processing</u>

Personal/Disallowed Purchases	
<u>Type of Purchase</u>	<u>Reconciliation Process</u>
For questions, please contact _____	

Fiscal Year End LaCarte Reconciliation	
<u>Reconciliation</u>	<u>Disciplinary Action</u>



LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER – SHREVEPORT POLICY SUMMARY

Disallowed Purchases (Not All Inclusive)

Cardholder PIN Instructions



**THE HEALTH CARE SERVICES DIVISION POLICY SUMMARY**

Eligible Employees for LaCarte Card Program		

Sales Tax Exemption Certificates		

Trainings		
<u>Trainings</u>	<u>Eligible to complete</u>	<u>Required to complete</u>

LaCarte Distribution		
<u>Type of Card</u>	<u>Who can pick up</u>	<u>Where to pick up</u>

Placing Orders on LaCarte Card	
Billing Address	
Shipping Address	

Card Maintenance	
<u>Maintenance Issue</u>	<u>Who to Contact</u>
Card set up, Maintenance, and Closure	

Card Declines	
<u>Who to Contact</u>	<u>Documentation Required for Processing</u>

Personal/Disallowed Purchases	
<u>Type of Purchase</u>	<u>Reconciliation Process</u>
For questions, please contact _____	

Fiscal Year End LaCarte Reconciliation	
<u>Reconciliation</u>	<u>Disciplinary Action</u>



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**THE HEALTH CARE SERVICES DIVISION POLICY SUMMARY**

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Disallowed Purchases (Not All Inclusive)

Cardholder PIN Instructions



**LOUISIANA STATE UNIVERSITY AND A&M COLLEGE APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Department Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Department Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, DeAnna Landry
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, DeAnna Landry
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Department Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge 2. Cost Center Manager (Departmental employee who holds financial authority)
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Department Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Department Head
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	Department Head
10K Procurement Delegation*	\$10,000 Procurement Delegation single	1. Department Head 2. Chief Procurement Officer



**LOUISIANA STATE UNIVERSITY AND A&M COLLEGE APPROVAL AUTHORITY**

	purchase limit (\$200,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Department Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)

\*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte up to \$10,000.

**LOUISIANA STATE UNIVERSITY AND A&M COLLEGE APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	1. Strategic Communications or Human Resource Management
Promotional Items	Purchase of promotional items, items requiring the use of LSU logos, and awards require the PUR522 Form	<ol style="list-style-type: none"> <li>1. Procurement Office and/or Trademark Licensing</li> <li>2. Strategic Communication if perspective students</li> </ol>
Uniforms	Purchase of any type of uniform	<ol style="list-style-type: none"> <li>1. Procurement Office</li> <li>2. Trademark Licensing</li> <li>3. Written approval from Strategic Communications</li> </ol>
Appliances, Repairs, and Painting	All purchases of appliances, repairs to buildings, and painting require written approval	Office of Facility and Property Oversight
Catered Events	The purchase of catering services for campus locations require the approved AS499	Department Head
Supplies for Catered Events	Any supply items for the catered event	Department Head



**LOUISIANA STATE UNIVERSITY AND A&M COLLEGE APPROVAL AUTHORITY**

	requires the approved AS499	
Cloud-based software, Routers and Wi-Fi Devices, Remote-Access Services	Users of computer resources must follow PS-107 Policy regarding the use of data, computing resources, software, email and/or similar technology	Information Technology Services (ITS)
Domain Names	Domain Names containing LSU or Louisiana State University	Trademark Licensing
Modular Furniture	Requirement for any modular furniture being installed	1. Facility Services 2. Information Technology Services (ITS)
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	Dean, Director, or Department Head
Postage/Stamps	Postage/Stamps must use the UPS Store located in the Union	Campus Mailing Services





**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Department Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Department Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, DeAnna Landry
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, DeAnna Landry
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Department Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge 2. Cost Center Manager (Departmental employee who holds financial authority)
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Department Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Department Head
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	Department Head
10K Procurement Delegation*	\$10,000 Procurement Delegation single	1. Department Head 2. Chief Procurement Officer



**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA APPROVAL AUTHORITY**

	purchase limit (\$200,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Department Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)

\*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte up to \$10,000.

**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	<ol style="list-style-type: none"> <li>1. Human Resource Management</li> <li>2. Procurement Office</li> </ol>
Promotional Items	Purchase of promotional items, items requiring the use of LSU logos, and awards require the PUR522 Form	<ol style="list-style-type: none"> <li>1. Procurement Office</li> <li>2. Trademark Licensing</li> </ol>
Uniforms	Purchase of any type of uniform	<ol style="list-style-type: none"> <li>1. Procurement Office</li> <li>2. Trademark Licensing</li> </ol>
Appliances, Repairs, and Painting	All purchases of appliances, repairs to buildings, and painting require written approval	Office of Facility and Property Oversight
Catered Events	The purchase of catering services for campus locations require the approved AS499	Department Head
Supplies for Catered Events	Any supply items for the catered event requires the approved AS499	Department Head
Cloud-based software, Routers and Wi-Fi Devices, Remote-Access Services	Users of computer resources must follow PS-107 Policy regarding the use of data, computing resources, software, email	Information Technology Services (ITS)



LOUISIANA STATE UNIVERSITY AT ALEXANDRIA APPROVAL AUTHORITY

	and/or similar technology	
Domain Names	Domain Names containing LSU or Louisiana State University	Trademark Licensing
Modular Furniture	Requirement for any modular furniture being installed	1. Facility Services 2. Informational Technology Services (ITS)
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	Dean, Director, or Department Head
Postage/Stamps	Follow the protocol designated for your campus	Campus Mailing Services
Two-way Radios, Ammunition, Fire-arm/Weapons	Any of these items purchased for whatever reason (i.e., prop) must have prior approval	Campus Police



**LOUISIANA STATE UNIVERSITY AT EUNICE APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Department Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Department Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, DeAnna Landry
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, DeAnna Landry
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Department Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge 2. Cost Center Manager (Departmental employee who holds financial authority)
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Department Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Department Head
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	Department Head
10K Procurement Delegation*	\$10,000 Procurement Delegation single	1. Department Head 2. Chief Procurement Officer



**LOUISIANA STATE UNIVERSITY AT EUNICE APPROVAL AUTHORITY**

	purchase limit (\$200,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Department Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)
*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte up to \$10,000.		

**LOUISIANA STATE UNIVERSITY AT EUNICE APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	<ol style="list-style-type: none"> <li>1. Human Resource Management</li> <li>2. Procurement Office</li> </ol>
Promotional Items	Purchase of promotional items, items requiring the use of LSU logos, and awards require the PUR522 Form	<ol style="list-style-type: none"> <li>1. Procurement Office or</li> <li>2. Trademark Licensing</li> </ol>
Uniforms	Purchase of any type of uniform	<ol style="list-style-type: none"> <li>1. Procurement Office or</li> <li>2. Trademark Licensing</li> </ol>
Appliances, Repairs, and Painting	All purchases of appliances, repairs to buildings, and painting require written approval	Office of Facility and Property Oversight
Catered Events	The purchase of catering services for campus locations require the approved AS499	Department Head
Supplies for Catered Events	Any supply items for the catered event requires the approved AS499	Department Head
Cloud-based software, Routers and Wi-Fi Devices, Remote-Access Services	Users of computer resources must follow PS-107 Policy regarding the use of data, computing resources, software, email	Information Technology Services (ITS)



LOUISIANA STATE UNIVERSITY AT EUNICE APPROVAL AUTHORITY

	and/or similar technology	
Domain Names	Domain Names containing LSU or Louisiana State University	Trademark Licensing
Modular Furniture	Requirement for any modular furniture being installed	1. Facility Services 2. Informational Technology Services (ITS)
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	Dean, Director, or Department Head
Postage/Stamps	Follow the protocol designated for your campus	Campus Mailing Services
Two-way Radios, Ammunition, Fire-arm/Weapons	Any of these items purchased for whatever reason (i.e., prop) must have prior approval	Campus Police



**PENNINGTON BIOMEDICAL RESEARCH CENTER APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Department Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Department Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, DeAnna Landry
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, DeAnna Landry
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Department Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge 2. Cost Center Manager (Departmental employee who holds financial authority)
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Department Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Department Head
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	Department Head
10K Procurement Delegation*	\$10,000 Procurement Delegation single	1. Department Head 2. Chief Procurement Officer



**PENNINGTON BIOMEDICAL RESEARCH CENTER APPROVAL AUTHORITY**

	purchase limit (\$200,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Department Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)

\*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte up to \$10,000.

**PENNINGTON BIOMEDICAL RESEARCH CENTER APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	Pennington Communications or Pennington Human Resource Management
Promotional Items	Purchase of promotional items, items requiring the use of LSU logos, and awards require the PUR522 Form	<ol style="list-style-type: none"> <li>1. Pennington Communications Office</li> <li>2. Fiscal Operations</li> </ol>
Uniforms	Purchase of any type of uniform	Fiscal Operations
Appliances, Repairs, and Painting	All purchases of appliances, repairs to buildings, and painting require written approval	Pennington Facility Services
Catered Events	The purchase of catering services for campus locations require the approved AS499	Department Head
Supplies for Catered Events	Any supply items for the catered event requires the approved AS499	Department Head
Cloud-based software, Routers and Wi-Fi Devices, Remote-Access Services	Users of computer resources must follow PS-107 Policy regarding the use of data, computing resources, software, email	Pennington Computing Services

**PENNINGTON BIOMEDICAL RESEARCH CENTER APPROVAL AUTHORITY**

	and/or similar technology	
Modular Furniture	Requirement for any modular furniture being installed	Pennington Facility Services
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	Dean, Director, or Department Head
Postage/Stamps	Follow the protocol designated for your campus	Pennington Fiscal Operations



**LOUISIANA STATE UNIVERSITY AT SHREVEPORT APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Department Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Department Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, DeAnna Landry
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, DeAnna Landry
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Department Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge 2. Cost Center Manager (Departmental employee who holds financial authority)
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Department Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Department Head
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	Department Head
10K Procurement Delegation*	\$10,000 Procurement Delegation single	1. Department Head 2. Chief Procurement Officer



**LOUISIANA STATE UNIVERSITY AT SHREVEPORT APPROVAL AUTHORITY**

	purchase limit (\$200,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Department Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)

\*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte up to \$10,000.

**LOUISIANA STATE UNIVERSITY AT SHREVEPORT APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate) or an Employee with firsthand knowledge</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	<ol style="list-style-type: none"> <li>1. Human Resource Management</li> <li>2. Procurement Office</li> </ol>
Promotional Items	Purchase of promotional items, items requiring the use of LSU logos, and awards require the PUR522 Form	<ol style="list-style-type: none"> <li>1. Procurement Office or</li> <li>2. Trademark Licensing</li> </ol>
Uniforms	Purchase of any type of uniform	<ol style="list-style-type: none"> <li>1. Procurement Office or</li> <li>2. Trademark Licensing</li> </ol>
Appliances, Repairs, and Painting	All purchases of appliances, repairs to buildings, and painting require written approval	Office of Facility and Property Oversight
Catered Events	The purchase of catering services for campus locations require the approved AS499	Department Head
Supplies for Catered Events	Any supply items for the catered event requires the approved AS499	Department Head
Cloud-based software, Routers and Wi-Fi Devices, Remote-Access Services	Users of computer resources must follow PS-107 Policy regarding the use of data, computing resources, software, email	Information Technology Services (ITS)



**LOUISIANA STATE UNIVERSITY AT SHREVEPORT APPROVAL AUTHORITY**

	and/or similar technology	
Domain Names	Domain Names containing LSU or Louisiana State University	Trademark Licensing
Modular Furniture	Requirement for any modular furniture being installed	1. Facility Services 2. Informational Technology Services (ITS)
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	Dean, Director, or Department Head
Postage/Stamps	Follow the protocol designated for your campus	Campus Mailing Services
Two-way Radios, Ammunition, Fire-arm/Weapons	Any of these items purchased for whatever reason (i.e., prop) must have prior approval	Campus Police





**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	1. Full-time/Part-time Employees 2. Graduate Students	Unit Head
<b>LaCarte Forms</b>		
AS700 LaCarte Enrollment Form	Form to enroll in the LaCarte Card Program	Unit Head
AS701 LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator, Pat Broussard
AS701-R LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator, Pat Broussard
AS702 LaCarte Maintenance Form	Form for cardholders to modify any changes with their card (name, profile type, etc.)	Unit Head
AS704 Dispute Item Form	Form cardholders complete when disputing a charge with a vendor	Cardholder
Spend Authorization	Travel authorization in Workday for LSU employees and students	1. Employee's Manager/Supervisor (or his/her delegate) 2. Cost Center Manager (Departmental employee who holds financial authority) 3. Unit Head and Program Leader or equivalent, if applicable - See Appendix B of "PM-13 - University Travel Regulations"
AS516 Request for Authorization to Reimburse Expenses	Travel authorization form for Non-LSU employees, University guests or visitors	Unit Head
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	Unit Head
5K Purchasing Authority	\$5,000 Standard single purchase limit	Unit Head



**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER APPROVAL AUTHORITY**

	(\$40, 000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	Unit Head
Exceptions greater than \$5,000		Associate Vice President of Accounting Services (or delegate)



**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte Expense Reports	Approvals required for LaCarte Expense Reports	<ol style="list-style-type: none"> <li>1. Employee's Manager/Supervisor (or his/her delegate)</li> <li>2. Cost Center Manager (Departmental employee who holds financial authority)</li> </ol>
CBA Expense Reports	Approvals required for CBA Expense Reports	Cost Center Manager (Departmental employee who holds financial authority)
<b>Prior Approval Purchases</b>		
Advertising	Any type of advertisement or external communication, regardless of the intended purpose and regardless of media type	<ol style="list-style-type: none"> <li>1. AgCenter Communications &amp; AgCenter Procurement, or</li> <li>2. AgCenter Human Resource Management (for employment ads)</li> </ol>
Promotional Items	Purchase of promotional items with the Ag Center logo requiring the PUR522 form	<ol style="list-style-type: none"> <li>1. AgCenter Procurement</li> <li>2. AgCenter Communications</li> </ol>
Official LSU AgCenter Business System Products	Official LSU AgCenter business system products (letterhead, envelopes) must be requested through AgCenter Communications. Business cards may be ordered online using the order form on AgCenter Communications website.	AgCenter Communications
Improvements to Off-Campus Facilities	Improvements to off-campus facilities (new construction, alterations, modifications, remodeling) require prior written approval.	AgCenter Facilities Planning
Building Repairs and/or System Repairs/Replacements for Off-Campus Facilities	Building repairs and/or system repairs/replacements (i.e. HVAC, electrical, plumbing, etc.) require prior written approval.	AgCenter Facilities Planning



**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER APPROVAL AUTHORITY**

Catered Events	The purchase of catering services requires the approved AS499.	1. Unit Head 2. AgCenter Accounting Services
Supplies for Catered Events	Any supply items for the catered event requires the approved AS499.	1. Unit Head 2. AgCenter Accounting Services
Computer Hardware and/or Software	Computer hardware and/or software purchases must be in compliance with PS-32 and require prior approval.	AgCenter Information Technology
Memberships	Memberships must clearly demonstrate how they assist the department, faculty, or staff in efficiently executing the functions and responsibilities of their job and is related to their departmental mission. Memberships must be in compliance with PS-44.	1. Employee's Manager/Supervisor (or his/her delegate) 2. Cost Center Manager (Departmental employee who holds financial authority)

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – NEW ORLEANS APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card	Full-time Employees	1. Department Head 2. Business Manager
<b>LaCarte Forms</b>		
LaCarte Enrollment Form	Form to Enroll in the LaCarte card program	1. Department Head 2. Business Manager
LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator
LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator
LaCarte Maintenance	Requests for card modifications (name, profile type, spending limits, etc.)	via email 1. Department Head 2. Business Manager
Dispute Item	Dispute process through Works	Cardholder Contact LaCarte Administrator for guidance
Request for Authorization to Travel	Travel prior authorization form for LSUHSC employees and students	1. Department Head 2. Business Manager
Request for Authorization to Reimburse Expenses	Travel voucher form to claim reimbursement	1. Department Head 2. Business Manager
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head 2. Business Manager
\$2,500 Purchasing Authority	\$2,500 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head 2. Business Manager
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	1. Department Head 2. Business Manager
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	1. Department Head 2. Business Manager
Exceptions greater than \$5,000		Executive Director Supply Chain Management

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – NEW ORLEANS APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Entries</b>		
LaCarte transactions	Approvals required for LaCarte transactions	Cardholder and Cardholder's Supervisor must sign off on transaction log electronically in Works
CBA transactions	Approvals required for CBA transactions	Assistant Dean's at each school; Executive Director Supply Chain Management
<b>Prior Approval Purchases</b>		
Employment Recruitment Advertising	Employment advertisement	1. Equal Opportunity Employer approval from Human Resources
On-Campus Catered Events	On-campus prior approval for meals	1. Department Head 2. Dean 3. VC Finance designee



**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER - SHREVEPORT APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card		
<b>LaCarte Forms</b>		
LaCarte Enrollment Form		
LaCarte Agreement Form		
LaCarte Renewal Agreement Form		
LaCarte Maintenance Form		
Dispute Item Form		
Request for Authorization to Travel		
Request for Authorization to Reimburse Expenses		
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	
Exceptions greater than \$5,000		



**LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER - SHREVEPORT APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte transactions	Approvals required for LaCarte transactions	
CBA transactions	Approvals required for CBA transactions	
<b>Prior Approval Purchases</b>		





**THE HEALTH CARE SERVICES DIVISION APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Eligibility &amp; Approval</b>		
Authorized employees to be issued a LaCarte Card		
<b>LaCarte Forms</b>		
LaCarte Enrollment Form		
LaCarte Agreement Form		
LaCarte Renewal Agreement Form		
LaCarte Maintenance Form		
Dispute Item Form		
Request for Authorization to Travel		
Request for Authorization to Reimburse Expenses		
<b>Purchasing/Travel Authority</b>		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	
Exceptions greater than \$5,000		



**THE HEALTH CARE SERVICES DIVISION APPROVAL AUTHORITY**

Reference	Description	Approval Required
<b>Required Approvals for reconciliation of LaCarte Expense Reports</b>		
LaCarte transactions	Approvals required for LaCarte transactions	Assigned Approver and LaCarte Administrator
CBA transactions	Approvals required for CBA transactions	Assigned Approver and LaCarte Administrator
<b>Prior Approval Purchases</b>		
PayPal Purchases	Prior approval required for PayPal Transactions	Yes, must have the approval of the LaCarte Administrator or the Director of Purchasing PRIOR to placing an order through PayPal