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State of Louisiana
LACARTE PURCHASING CARD

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INTRODUCTION

University of Louisiana at Lafayette LaCarte Purchasing Card

The University of Louisiana at Lafayette (“UL-Lafayette”) has entered into an agreement with the State of Louisiana (“State”) and the Bank of America to participate in the LaCarte Purchasing Card program. The Louisiana Purchasing Card (“LaCarte Purchasing Card,” “LaCarte Card,” “P-Card” or “Purchasing Card”) is a Visa credit card issued by the Bank of America for the State of Louisiana. All P-Cards are issued with corporate liability, under which the state is liable for the cost of the purchases. The program is based on the strength of the State’s financial resources, not the personal finances of the cardholder. Due to State Liability, Corporate P-Cards are to be issued in the name of State of Louisiana employees only.

Cardholder’s are permitted to purchase low-dollar materials on non-restricted items directly from vendors without the submission of a requisition or issuance of a purchase order. P-Card purchases are generally limited to low-dollar expenditures of \$5,000.00 or less, per transaction. P-Card charges over \$5,000.00, or authorized limit, will be declined at point of sale.

The Purchasing Card was designed to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This program shall be used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed.

The policies and procedures for the LaCarte Purchasing Card were not intended to replace current State Purchasing Policies, Rules and Regulations, nor Louisiana Statutes or Executive Orders. As a State agency, UL-Lafayette employees must adhere to certain State and Federal regulations and laws. To ensure compliance with these regulations and laws, LaCarte program participants must comply with the policies outlined in the LaCarte Agreement Form specifically written for their particular role in the program. The policies in the agreement, as well as any revisions by the UL-Lafayette Purchasing Department pertaining to this program, must be followed when using the LaCarte Purchasing Card.

TERMS / DEFINITIONS

University of Louisiana at Lafayette LaCarte Purchasing Card

TERM	DEFINITION
Cardholder:	Authorized UL-Lafayette employee, <u>whose name appears on the LaCarte Purchasing Card</u> and, who is accountable for all transactions made with the card.
Cardholder Agreement Form:	Agreement signed by the cardholder, prior to being issued the Purchasing Card, which verifies that the cardholder has read and understands the policies and procedures of the State and UL-Lafayette, and agrees to comply with them.
Cardholder Enrollment Form:	Form containing pertinent information on the cardholder necessary for statement mailing, contact information, daily/monthly spending limits and budgetary controls. Form MUST be submitted by the cardholder to the UL-Lafayette Program Administrator, located in the Purchasing Department, for approval and processing.
Default Account:	The account assigned to an individual cardholder's card. All charges made by the cardholder will default to this account until transferred into the appropriate line item.
LaCarte Purchasing Card Log:	A spreadsheet or form maintained by the cardholder to record each LaCarte card transaction for each monthly billing cycle.
Memo STATEMENT of Account:	A listing of all transactions charged to the cardholder's account through the end of the monthly billing cycle. The bank sends this statement, directly to the cardholder, on a monthly basis for reconciliation purposes. This statement is not a bill for the cardholder to pay. Cardholder must reconcile this statement upon receipt of statement and forward to supervisor/reviewer for approval signatures. After which the form must be forwarded to UL-Lafayette Administrative Services no later than the 15th of each month (earlier in December due to the holidays and earlier in July due to the year-end close).
Merchant Category Code (MCC):	Codes that are assigned to vendors by the bank indicating the type of business. The Purchasing Card is encoded with types of MCC's that the cardholder is authorized to purchase. Some MCC's are prohibited or restricted by the State of Louisiana and/or UL-Lafayette. Attempts to use LaCarte card with vendors that possess these codes will be denied. Continued attempts will result in disciplinary action.
Merchant / Supplier:	Vendor from which a cardholder is purchasing product or services.

TERMS / DEFINITIONS

University of Louisiana at Lafayette LaCarte Purchasing Card

TERM	DEFINITION
Monthly Spending Limit:	A dollar limit set on the cardholder's card for the total of all charges made during the monthly billing cycle.
Program Administrator:	UL-Lafayette Director of Purchasing, or his/her designee, who acts as liaison between the cardholder, the State Program Administrator, and the Bank of America. This person provides support and assistance, processes new card applications, changes to cardholder information, provides training, and maintains policies and procedures.
Purchasing Card:	A Visa credit card issued by the Bank of America for the State of Louisiana for the purpose of making authorized purchases on behalf of UL-Lafayette. It is referred to as the LaCarte Purchasing Card, LaCarte Card, Purchasing Card or P-Card.
Return Merchandise Authorization (RMA) Number:	A number issued by the vendor to reference the returned order and ensure proper handling (exchange or credit) of the return. Depending on the vendor, it may be sometimes referred to as a Return Goods Authorization (RGA) number.
Supervisor/Reviewer/Approver:	Individual within UL-Lafayette that is responsible for verifying that all charges against the cardholder's account are authorized and supported by proper and adequate documentation. This individual may be responsible for assigning the cardholder's spending limits per transaction and per billing cycle, as well as the maximum number of transactions allowed within each billing cycle (within the overall limits established by the State Division of Administration and the Office of Management and Finance). This individual shall be either the UL-Lafayette Department Head, Director or Dean or his designee.
Support Documentation:	Vendor produced documents that reflect the relevant details of each item purchased, including quantity, description, cost, total charge amount, vendor's name and address. These documents shall be original detailed/itemized sales receipts, invoices, packing slips, credit receipts, disputes and written approvals.
Transaction / Charge Limit:	The per transaction dollar limit set on each cardholder's card. The UL-Lafayette Program Administrator will determine the limit to be set. A single transaction/charge may include multiple items, but total dollar amount cannot exceed cardholder's limit. (Transaction/Charge Limit may be also referred to as a Single Purchasing Limit or Single Transaction Limit.)

POLICIES AND PROCEDURES

University of Louisiana at Lafayette LaCarte Purchasing Card

Overview:

- The LaCarte Purchasing Card is a Bank of America Visa credit card used by authorized UL-Lafayette employees to purchase goods, services and travel expenses up to \$5,000.00, or authorized transaction limit, per transaction, including shipping and handling, and excluding taxes for bona fide University purposes. Any deliberate attempt to use the Purchasing Card for personal use will be considered theft.
- Using the P-Card for purchases of supplies, low-dollar amount equipment and furniture, operating services and/or repairs must comply with proper purchasing procedures, rules and regulations, Louisiana Statutes and Executive Orders.
- UL-Lafayette is exempt from state and local taxes. The cardholder should notify the vendor of the tax exempt status prior to any credit card transaction. The cardholder shall not fill out any tax exemption forms. The UL-Lafayette tax exemption number is on the front of the LaCarte card for easy reference or available on UL-Lafayette's Purchasing website.

Purpose and Benefits of Using the Purchasing Card:

- To simplify and reduce costs of the purchasing and payment processes for goods, services and/or travel expenses under \$5,000.00, or authorized transaction limit. At the discretion of the agency, Transactions over \$5,000 must have prior approval from the Office of State Purchasing and Travel. The cardholder may use the card to make legal purchases from vendors without a purchase requisition, direct pay, etc.
- To reduce the number of invoices processed by the UL-Lafayette Accounts Payable Department. One (1) monthly master bill is received from the Bank of America for all cardholders versus the handling of large volumes of individual low-dollar amount invoices.
- To enable Bank of America to pay the vendor within two (2) business days of requesting payment for merchandise or services.

Obtaining a Purchasing Card:

- Each prospective cardholder must complete a Cardholder Enrollment Form, which can be found on the UL-Lafayette Purchasing Department web site.
- A Department Head or Dean or Vice President must approve the completed enrollment form for each prospective cardholder under their authority. The Department Head or Dean may set spending limits per transaction and/or per billing cycle. Once approved, the form shall be forwarded to the UL-Lafayette Purchasing Department for processing.
- When the UL-Lafayette Purchasing Department receives the requested card from the bank, the cardholder shall be contacted and cardholder orientation shall be scheduled to give instructions on the proper use of the card. Additionally, each new cardholder will be required to sign a Cardholder

Agreement Form and complete the state online certification training course and test before receiving the Purchasing Card.

- No P-card shall be issued to any agency program administrators, President of UL-Lafayette, Vice President of Administration and Finance, CBA administrator, auditor, or any other roles associated with administering, monitoring or reviewing the activities of the P-Card program, as well as any non-state employees.

How the LaCarte Card May Be Used:

The LaCarte Card may be used for the purchase of any goods, services and/or travel expenses provided that the transaction does not:

- Exceed \$5,000.00, or cardholder's single transaction limit, including shipping and handling charges, excluding taxes. The card will not accept charges over \$5,000.00, or cardholder's single transaction limit. Transactions over \$5,000 must have prior approval from the Office of State Purchasing and Travel.
- Fall within a restricted or prohibited Merchant Category Code;
- Fall within one of the categories listed in the Restrictions on Card Use section of this handout.

Based on individual needs, with written permission by the Office of State Purchasing and approval of the UL-Lafayette Purchasing Department, some restricted merchant category codes may be allowed.

Note: In the event of a declared emergency, the UL-Lafayette Purchasing Department may increase transaction limits for essential cardholders that would be active during an emergency situation. This will not apply to all cardholders. Purchases must be made in accordance with the Statewide LaCarte and CBA Policy. Higher limits do not eliminate the need to follow emergency procurement rules, policies, procedures and/or Governor's Executive Orders.

Purchasing Card Cycle:

- The LaCarte Card statement date is the fifth (5th) of each month. Cardholders should receive an email from the Bank of America on the sixth (6th) of the month notifying them that the statement is now available online.
- Cardholder shall review the statement for appropriate and accurate charges.
- The statement along with original itemized supporting documents for each charge or credit shall be attached to a completed LaCarte Purchasing Card Log sheet. The cardholder AND approver (Department Head or Dean) shall sign the LaCarte Purchasing Card Log and Bank of America statement, and then route to the Purchasing Office for approval of funding, proper coding and further processing.
- LaCarte Purchasing Card Logs, statements, original supporting documents and ALL required approvals are due in UL-Lafayette Administrative Services by the fifteenth (15th) of each month for final review and processing.
- The UL-Lafayette Administrative Services office remits an electronic payment to the Bank of America by the twenty-fifth (25th) of each month for all LaCarte Purchasing Cards. At no time shall cardholders make payments directly to the bank.

LACARTE PROGRAM RESPONSIBILITIES

University of Louisiana at Lafayette LaCarte Purchasing Card

General Responsibilities:

- The program administrator will maintain a current list of all cardholders, approvers and accountants for the LaCarte card program. Program administrator will be responsible for adding new cardholders, approvers and accountants to the WORKS system, and also removing cardholders, approvers and accountants who are no longer in that role.
- It is the approver's responsibility to ensure that all cardholders under their authority abide by the requirements of the cardholder agreement.
- It is the cardholder's responsibility to use the UL-Lafayette Purchasing Card for payment of goods, services and travel expenses under \$5,000.00, or the cardholder's single transaction limit, including shipping and handling charges, and excluding taxes. The transaction and credit limits on the card have been set by the cardholder's department P-Card Manager. Transactions over \$5,000 must have prior approval from the UL-Lafayette Purchasing Department and the Office of State Purchasing and Travel. Reminder: The card will not accept charges over \$5,000.00, or cardholder's single transaction limit.
- It is the cardholder's responsibility not to artificially divide purchases ("split purchase"). Splitting purchases to keep each of the transactions within the limits of the UL-Lafayette Purchasing Card is not authorized. Multiple purchases to the same vendor on the same day or within a few days are allowed, as long as the total dollar amount of the purchases to that vendor does not exceed the cardholder's single transaction limit. Cardholders utilizing a state contract vendor must adhere to the same policy, and must ensure that these items are approved contract items. Cardholders must ensure that violation of this policy may result in cancellation of the UL-Lafayette Purchasing Card and/or disciplinary action.
- It is the cardholder's responsibility not to allow State and local sales tax to be charged on LaCarte Card purchases. Cardholders must make every effort, at the time of purchase, to avoid state and local sales tax charges to the card. The tax exempt number is printed on the front of the LaCarte Purchasing Card for easy reference. In the event that state and local sales taxes are charged, it is the cardholder's responsibility to have the vendor issue a credit to the cardholder's LaCarte Purchasing Card. UL-Lafayette may exempt cardholders from obtaining a credit from the vendor/merchant for state sales tax charges of \$25 or less, however an attempt must be made. If a cardholder continually allows taxes to be charged to the card, corrective measures will be taken by the UL-Lafayette Purchasing Department. Corrective measures may include cancellation of UL-Lafayette Purchasing Card privileges or a reimbursement by the cardholder.
- Each month, cardholder shall complete a LaCarte Purchasing Card Log that corresponds to the monthly statement. Approval signatures, account codes for each transaction is required. The statement and log sheet with all the appropriate original supporting documentation of each transaction must be received by the Purchasing Office no later than the fifteenth (15th) of each month (earlier in December due to the holidays, and earlier in July due to the year-end close).
- The LaCarte Card will remain the property of the Bank of America. It shall NOT be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder shall be required to surrender the Purchasing Card upon the request of UL-Lafayette or any authorized agent of the Bank of America.

- Personal or other unauthorized charges are not allowed on the Purchasing Card. Violations may cause cancellation of card and/or disciplinary action or reimbursement by the cardholder.
- In the event a vendor participates in a program where reward points are earned, gift cards are issued as incentives, etc., cardholder may use these earnings toward the purchase of state goods. The rewards must NOT be used for personal use.
- Cardholder shall never put the full LaCarte Card number in emails, reports, memos, etc. If designation of an account is necessary, only last four digits of the account number shall be used.
- The P-Card is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the P-Card and its appropriate use. The Cardholder is also responsible for maintaining the security of card data such as the account number, the expiration date, and the card verification value (CVV), the 3-digit security code located on the back of the card.
- Cardholder shall secure all assigned WORKS application User IDs and passwords, and shall never share User ID and passwords, leave the work area while logged into the system, or leave log-in information lying in an unsecure area.
- Cardholder shall never send a copy of the P-Card if requested by a merchant. If this is required for payment, then the cardholder must use another form of payment other than the State Liability P-Card.
- UL-Lafayette retains the right to cancel a cardholder's privileges. Cards may be revoked for misuse or non-compliance with policies and procedures and/or Cardholder's Agreement. Should the policies and procedures and/or Cardholder's Agreement be violated more than three (3) times in any twelve (12) month period, the Program Administrator may cancel the cardholder's LaCarte card.
- It is the responsibility of the cardholder or Supervisor to notify UL-Lafayette Purchasing Department of a cardholder's extended leave. To reduce the risk of fraud, should a LaCarte cardholder be on extended leave the card profile shall be reduced to a \$.01 limit or shall be suspended. Once the cardholder returns to work, the profile shall be returned to the original limit.
- Should a cardholder be absent during the time when logs are to be processed, approved and submitted to the UL-Lafayette Purchasing Department, cardholder's supervisor will delegate this task to ensure that this process is completed even in the cardholder's absence. Cardholder will be required to sign the log, sign-off on transactions in WORKS Workflow, and on all related documentation upon return to work.
- Online accounts, such as Amazon, EBay, etc., must have a standalone business account or registration and must not be combined with an individual's personal account. Upon request, cardholder is to provide proof that account is set up as a separate business account by providing a list of processed transactions printed from the vendor's website. The University of Louisiana at Lafayette does not allow LaCarte cardholders to use PayPal as a method of payment without special approval.
- Approvers will be required to review cardholder's limits on an annual basis to ensure appropriate utilization of the card and program intent.
- Cards that remain dormant for a twelve (12) month period shall be canceled unless justification is provided and approval is granted by the Office of State Purchasing to have card remain opened. If approval is granted, the card must be suspended and profile changed to \$.01 limit until future need for activation.
- Annually, all program participants (i.e. program administrators, CBA administrators, cardholders and approvers) are required to complete the most current Agreement Form acknowledging responsibilities associated with the State Liability P-Card Program (LaCarte).

- Annually, all program participants (i.e. program administrators, CBA administrators, cardholders and approvers) are required to complete the State's online certification training program with a passing grade of at least 90.
- A cardholder's approver must be a supervisor (or designee) of the cardholder which would be at least one level higher than the cardholder and be most familiar with the business needs of the cardholder.
- All program participants are mandated to use the WORKS Workflow, once implemented.
- Once WORKS Workflow has been implemented, all receipts and supporting documentation must be scanned and tied to the applicable transaction. Supporting documentation must not be scanned as one image for all transactions.
- Should a cardholder be absent during the time the LaCarte logs are due, the cardholder's approver, or designee, shall be responsible for scanning receipts and reconciling transactions in the WORKS Workflow system. Cardholder will be required to sign the log, sign-off on transactions in WORKS Workflow, and on all related documentation upon return to work.
- Cardholder's business email address must match the cardholder's name. Another cardholder's email address may not be used without the approval of the Commissioner of Administration.
- Cardholders changing departments within the UL-Lafayette campus shall notify the UL-Lafayette Purchasing Department of the change so that the account code can be changed in the WORKS system.
- The LaCarte Card is the property of the Bank of America. Upon termination or retirement, the card must be surrendered to the P-Card Manager.
- According to the Human Resources Policy, employees separating from the University must complete a separation and clearance form and return it to Human Resources when all signatures have been obtained. The Separation/Clearance form certifies that the employee has no unpaid University bills, returned all University property, and removed campus parking permit from vehicle(s). Final paycheck may be held until the separation/clearance form is completed and returned to the home department. The department head will forward the completed form to University Administrative Services, and Human Resources. Included in the Separation/Clearance form is a place for the UL-Lafayette Purchasing Director or LaCarte program administrator to sign verifying that the employee's LaCarte card and final log and supporting documentation have been received.

Telephone, Internet, and Mail Orders:

- Cardholder shall provide vendor with cardholder's name, UL-Lafayette department name, credit card number, tax exemption status, complete shipping address (i.e. street address with internal location such as building name and room number, and department's campus post office box, if possible) and billing address.
- Cardholder shall instruct vendor to include the following in the delivery package: a sales receipt, and an invoice or Purchasing Card charge slip itemizing the order. The sales receipt, invoice and/or charge slip shall identify the purchase as a Visa Card purchase.
- Cardholder shall retain all original supporting documents to attach to corresponding LaCarte Card Log and statement.

Declined Transactions:

- In the event that a LaCarte Card transaction is declined, cardholder should notify the UL-Lafayette Purchasing Department. Vendor does not have information related to the reason for decline, nor does

the cardholder have the authority to obtain this information. The UL-Lafayette Purchasing Department shall obtain the information on the declined transaction, coordinate resolution and advise the cardholder.

- If a purchase attempt using a LaCarte card is declined, the merchant should not continue to swipe the card if it does not work the first time. The cardholder should call the UL-Lafayette Purchasing Department to determine the cause of the declination.
- Possible reasons for Purchasing Card declinations include:
 - attempted purchase exceeds authorized transaction limit;
 - credit card account is over the monthly limit of transactions and/or spending limit;
 - incorrect entering of credit card number or other credit card information;
 - Vendor's registered Merchant Category Code is prohibited;
 - Credit card has not been activated.

Statement Reconciliation and Approval Process:

- The primary responsibility for the reconciliation and approval process rests with the cardholder.
- Each cardholder will receive a statement from the Bank of America each month. The LaCarte Card statement date is the fifth (5th) of each month. Cardholders should receive an email from the Bank of America on the sixth (6th) of the month notifying them that the statement is now available online.
- Cardholder shall compare the transactions on the statement with the original sales receipts, invoices, credit card slips, credit receipts, etc. (supporting documentation) to ensure that the dates, vendors and amounts charged match. Documentation is required for all purchases and credits.
- Each transaction listed on statement must have original supporting documentation. This includes transactions that cancel each other out (i.e. a purchase and return for the same item).
- For items purchased over the counter, the cardholder should obtain the customer copy of the receipt. When ordering by telephone, fax, or computer, the cardholder must obtain a packing list or similar document. For items such as registrations, where the vendor does not normally generate a receipt or packing slip, a copy of the ordering document may be used. Acceptable documentation must include a line description, with full description not a generic "general merchandise" description, and line item pricing for the purchase. Electronic receipts are allowed if they are un-editable and are maintained in compliance with the agency retention policy.
- For internet purchases, the print out of the order confirmation showing the details, the printout of the order details, or the shipping document if it shows what was purchased, the quantity and the price paid will suffice for the itemized receipts.
- Cardholder shall complete a LaCarte Purchasing Card log sheet for each billing cycle. A LaCarte Card Log sheet shall not be required for billing cycles that reflect no transactions.
- Cardholder shall attach the monthly LaCarte Card statement and all original supporting documentation for each transaction to the completed log sheet. Should any item on the statement be in dispute, a Statement of Disputed Items shall be attached to the credit card log sheet.
- Cardholder AND Approver (Department Head or Dean/VP) must sign the LaCarte Purchasing Card Log AND the Bank of America statement certifying the legitimacy and accuracy of the listed transactions. A copy of the log sheet, statement and supporting documents shall be retained by the cardholder. **Cardholder can NEVER be the final approver of his/her own transactions.**
- LaCarte Purchasing Card Logs, statements, original supporting documents and required approvals are due in the UL-Lafayette Purchasing Department by the fifteenth (15th) of each month for final review and

processing. Logs not received by the fifteenth (15th) may result in cancellation of card.

- UL-Lafayette Purchasing Department is responsible for performing post audits of cardholder transactions to monitor appropriate use while verifying that purchases are made in accordance with Corporate Liability “LaCarte” Purchasing and CBA Card Policy, all current purchasing policies, purchasing rules and regulations, Louisiana Statutes, Executive Orders, State Liability Travel Card and CBA Policy and PPM49, if applicable. All logs and receipts shall be reviewed for completeness, correct coding, and matching figures on log, statement and receipts by the appropriate comptroller, and the UL-Lafayette Purchasing Department and Accounts Payable Department. Monthly certifications that the procedures of audit section of this policy have been conducted must be submitted to the Office of State Purchasing. The certification will indicate that agency personnel administering the P-card Program has generated the required reports, all requirements listed in policy have been completed, and necessary findings have been investigated, documented and handled appropriately.
- Annual routine audits shall also be performed by UL-Lafayette’s Internal Auditor for compliance with State Purchasing Rules and Regulations.
- All transactions and supporting documentation must be, at a minimum, randomly audited, by a second party; either the agency’s fiscal section or the agency program administrator.
- Once the Master LaCarte bill is received, the UL-Lafayette Administrative Services office shall send a report to the UL-Lafayette Purchasing Department of all cardholders who made purchases during the statement period. The UL-Lafayette Purchasing Department will track cardholder logs as they are received, and shall issue reminders to cardholders that have not turned in their LaCarte Purchasing Card Logs by the fifteenth (15th) of the month.
- The Accounts Payable Department shall record the approved account and expense codes for each transaction.
- Final approved LaCarte logs, statements and supporting documentation will be centrally located in the UL-Lafayette Purchasing Department.

Disputed and Questioned Items:

- Cardholder shall be responsible for ensuring receipt of goods, services and travel expenses, and resolving any receiving discrepancies or issues of damaged goods.
- Cardholder shall be responsible for settling any disputes with the vendor (except fraudulent charges), clearing duplicated charges, requesting credit for tax, and requesting credit for returned merchandise.
- Cardholder shall notify the UL-Lafayette Purchasing Department immediately if they are suspicious of possible fraudulent charges. If it is determined that fraudulent transactions have been charged, or attempted to be charged, on a cardholder’s card, the UL-Lafayette Purchasing Department shall deactivate the card, contact the Bank of America and request that a new card be issued.
- Cardholder shall contact vendor to resolve any outstanding issues.
- If cardholder is unable to reach an agreement with vendor, the Cardholder must complete a Statement of Disputed Items, and submit it to the Bank of America within sixty (60) days of the statement date on which the item appears.
- A copy of the Statement of Disputed Items shall be attached to the LaCarte Purchasing Card Log for the month in which the charge appears. Cardholder shall indicate on the statement which item is in dispute by placing a “D” to the left of the disputed item.

- The UL-Lafayette Purchasing Department will be available to assist cardholders in resolving disputes to ensure proper credit is given on subsequent statements.

Penalties for Misuse of Purchase Card:

Any recognized or suspected misuse of the P-card program should be immediately reported to the agency program administrator and may be anonymously, reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 1-866-801-2549, or for additional information one may visit

<http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>.

If a cardholder unintentionally charges a personal item on their LaCarte card, it is that cardholder's responsibility to report it to their approver and also to the program administrator. The cardholder shall reimburse the university by making the payment to the Cashier's Office in Martin Hall. The last four (4) digits of the cardholder's credit card number, the account number and expense code shall be provided to the Cashier's Office as well. The transaction must be listed on the cardholder's log to ensure that the log and statement balance. A copy of the reimbursement shall also be attached to the log. At no time should the cardholder make a payment directly to the bank. In the event this type of purchase happens more than once in a twelve (12) month period, disciplinary actions may be taken.

In the case of willful or negligent default of obligations under the Cardholder Agreement, the State/UL-Lafayette has the following rights, to the extent authorized by law:

- To deduct from cardholder's paycheck, any unauthorized charges in accordance with UL-Lafayette Purchase Card policy, until all unauthorized charges are paid in full.
- The State/UL-Lafayette may pursue any remedy for the recovery of unpaid amounts, including referring unpaid amounts to an attorney for collection.
- The State/UL-Lafayette may impose any appropriate corrective or disciplinary action permitted, including cancellation of Purchase Card privileges and/or up to termination and possible criminal charges, under applicable law.

According to the Approver Agreement, failure to properly fulfill responsibilities as a P-card approver could result, at a minimum, in the following:

- Written counseling which would be placed in employee file for a minimum of 12 months.
- Consultation with UL-Lafayette program administrators, and President/Vice President of Administration and Finance and internal audit section.
- Disciplinary actions, up to and including termination of employment.
- Legal actions, as allowed by the fullest extent of the law.

Lost or Stolen Cards:

Cardholder MUST report any lost or stolen cards immediately:

- **Call Bank of America at (888) 449-2273**
 - This number is available twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year. The bank shall immediately cancel the card, and forward a replacement card within 3-5 business days.
- **Call the UL-Lafayette Purchasing Department at (337) 482-6243**

WORKS Workflow:

Once the WORKS Workflow system has been implemented, transaction receipts will be scanned individually and attached online to the corresponding transaction. Each transaction will be coded with the appropriate account code by the cardholder. Approvals and comptroller approvals for funding will be granted through an online process. After transactions go through this process, cardholder will print out approved log, attach statement and original receipts and forward to the UL-Lafayette Purchasing Department.

Approved logs and documentation will be kept on file by the UL-Lafayette Purchasing Department.

Returns and Exchanges of Merchandise:

- If merchandise purchased with the LaCarte Card is not acceptable (incorrect, damaged, defective, etc.), the cardholder shall be responsible for contacting the vendor to arrange for the proper return for credit or exchange. Note: If the return is due to defective merchandise or vendor error, postage should be paid by vendor. If the return is due to cardholder error, or the Cardholder no longer wants the shipment, the Cardholder, not the University or the vendor is responsible for the cost of the return, unless written permission is granted by the Purchasing Department.
- The cardholder should always retain boxes, containers, special packaging, packing slips and other related or relevant information until certain the merchandise is acceptable.
- For merchandise to be exchanged, the cardholder shall be responsible for returning the merchandise to the vendor and obtaining a replacement as soon as possible.
- For merchandise returned in person, the cardholder shall be responsible for obtaining an original credit receipt from the vendor.
- For merchandise shipped back to the vendor, cardholder shall prepare package according to vendor instructions and retain shipping documents until vendor issues credit or exchanges merchandise. Cardholder should request a shipping label and a Return Merchandise Authorization number (RMA) from the vendor.
- In the event that a shipping charge or restocking fee applies, the charge shall be applied to the LaCarte Card.
- Documentation of the exchange or return shall be retained along with the original supporting documentation of the original purchase.
- Vendor must issue credit to the LaCarte Purchasing Card. Receiving cash or checks to resolve a credit is strictly prohibited.

Restrictions on Card Use:

The LaCarte Purchasing Card may not be used for the following purchases:

- Alcoholic Beverages
- Cash Advances or gift cards
- Consultant fees, Speaker fees or honorariums
- Professional services, or any service that requires a contract. No one is authorized to sign contracts on behalf of the university except the V.P. of Administration and Finance.
- Travel (gas, lodging, restaurants, airline tickets, etc.), unless LaCarte card has travel privileges. If cardholder has travel privileges, a copy of the approved Travel Request must be attached to the LaCarte log.
- Controlled Substances (prescription drugs, narcotics, etc.), unless special permission has been granted.
- Entertainment costs (ski tickets, tours, etc.), unless special permission has been granted.
- Food and Special Meals (or food related items such as coffee pots, cups, plates, cutlery), unless a Special Meals Request has been approved. An approved copy of the Special Meals Request and list of people in attendance must be attached to LaCarte log. Meals must be in compliance with PPM-49 rates.
- Employee's individual meals while traveling must be paid for out-of-pocket and reimbursed. This is NOT an allowable expense on the LaCarte card.
- Personal Purchases – State business only
- Equipment or furniture (taggable assets) over \$1,000 (even though Single Transaction Limit is \$5,000)
- Software over \$100.00, unless prior written approval is given by the Director of IT (Written approval must be attached to statement and log)
- Any electronic devices on which data can be stored, regardless of the price (including but not limited to tablet computers, hard drives, smart phones and notebook/laptop computers). Thumb drives are allowed.
- Fuel - If LaCarte card has been granted General Purchase access only, then card may be used for fuel purchases for off-road vehicles ONLY (i.e. boats, tractors, etc.). Gasoline purchases for rental or state owned vehicles are only allowed on the LaCarte card if Travel access has been granted. Gasoline purchased for personal vehicles is NEVER allowed. Fuel purchased from Enterprise, Hertz, etc. is NEVER allowed.
- Purchase of uniforms is prohibited unless special permission has been granted by the UL-Lafayette Purchasing Department. To be granted permission, a staff uniform requirement must be included in your Departmental Policy and must be approved by the Director of Purchasing. Clothing that is considered a supply (such as lab coats, work gloves, safety vests, etc.) is an allowable purchase.
- Any type of promotional items or gifts intended to be given away to staff, or the general public is prohibited. Exceptions may be granted for UL students or potential students with the approval of a "Promotional, Logo Imprinted, Award Items Approval Form" (PUR-106 found on Purchasing website).
- Awards and trophies for students are permitted without special permission, as long as items are engraved with recipient's name and do not exceed \$50. Any award or trophy over \$50 must receive approval prior

to purchase. Awards and trophies are not allowed for staff, faculty or the general public (i.e. retirement plaques, Teacher of the Year trophies, Donor of the Year plaques, etc.).

- Any items purchased with the UL Lafayette branding (logo, UL name, fleur de lis, etc.), must come from a vendor licensed to print the UL branding (clothing, banners, signs, etc.). For the list of licensed vendors, please see the UL Communications and Marketing website. These items must be approved prior to purchase by completing a “Promotional, Logo Imprinted, Award Items Approval Form” (PUR-106 found on Purchasing website).
- Purchases from vendors that issue receipts without itemizing the charges (Hobby Lobby, Party City, etc.). Receipts must include the description of the item, quantity, unit price, freight charge (if applicable), and tax (which should be \$0.00).
- Postage stamps (Postage applied by the U.S. Post Office, UPS or FedEx is allowed, but not the purchase of individual stamps.)
- Memberships to professional organizations are allowed; however, memberships such as Amazon Prime, Sam’s Club and Costco are not allowed.
- Online accounts, such as Amazon, EBay, etc., must have a standalone business account or registration and must not be combined with an individual’s personal account. Upon request, cardholder is to provide proof that account is set up as a separate business account by providing a list of processed transactions printed from the vendor’s website.
- UL has a business account setup that offers free Amazon Prime. Please contact our Amazon Representative for any questions relating to UL’s Amazon business account. Her name is Brittany James and her email address is bnj@amazon.com.
- The University of Louisiana at Lafayette does not allow LaCarte cardholders to use PayPal as a method of payment without special permission. Special permission may be granted on a case-by-case basis by the UL-Lafayette Purchasing Department (See UL-Lafayette Purchasing Department website for PayPal approval form PUR-105).

Important Things to Remember:

- Any “pattern” of misuse may cause cancellation of the Purchasing Card and/or disciplinary action. LaCarte logs are due in the UL-Lafayette Purchasing Department by the 15th of each month. If you do not have any charges, you will not receive a statement, and you do not need to submit a log.
- To reduce the risk of fraud, should a LaCarte cardholder be on extended leave the card profile shall be reduced to a \$.01 limit or shall be suspended. Once the cardholder returns to work, the profile shall be returned to the original limit.
- Cards that remain dormant for a twelve (12) month period shall be canceled unless justification is provided and approval is granted by the Office of State Purchasing to have card remain opened. If approval is granted, the card must be suspended and profile changed to \$.01 limit until future need for activation.
- Purchases cannot exceed \$5,000.00, or the single transaction limit, including shipping and handling.
- Purchases shall not be artificially divided (“split purchase”). Splitting purchases to keep each of the transactions within the limits of the Purchasing Card is not authorized. Multiple purchases to the same vendor on the same day or within a few days are allowed, as long as the total dollar amount of the purchases to that vendor does not exceed the cardholder’s single transaction limit. Purchases made utilizing a state contract must adhere to the same policy. Violation of this policy may cause

cancellation of the Purchasing Card and/or disciplinary action.

- UL-Lafayette is exempt from state and local taxes on all purchases, including but not limited to meals and hotels within the state of Louisiana. Cardholder shall notify vendor of UL's tax exempt status prior to any transaction. The UL-Lafayette tax exemption number is printed on the front of the LaCarte Purchasing Card for easy reference. Cardholder shall not fill out any tax exemption forms.
- To avoid tax being charged, on-line orders should be called in if order form does not provide a place to enter UL Lafayette's tax identification number. If tax is inadvertently charged, it is the cardholder's responsibility to have the tax credited back to their account within 30 days of the transaction being made.
- Some vendors require their own Tax Exempt Account Numbers instead of the one printed on the top of the LaCarte card. These vendors are: Home Depot (#5511616), Lowe's (#046100014), Office Depot (#36087878), and Wal-Mart (#192118).
- In the event a vendor participates in a program where reward points are earned, gift cards are issued as incentives, etc., cardholder may ONLY use these earnings toward the purchase of state goods. The rewards must NOT be used for personal use.
- The LaCarte Purchasing Card cannot be transferred, assigned to or used by anyone other than the designated cardholder.
- If items are being shipped, the cardholder must provide vendor with complete shipping address along with cardholder's name, department, building, room number, post office box and telephone number. Cardholder must ensure shipments of merchandise are sent directly to the requesting department. Cardholder must not have items shipped to Central Receiving unless Central Receiving is notified in advance, along with the reason the item cannot be shipped to the requesting department. **Cardholder must not have packages delivered to their home.**
- Registration fees for webinars, on-line courses and conferences are permitted charges on the LaCarte card.
- If a conference is anywhere but the UL campus, it is considered travel and a Travel Request must be completed, even if no other expenses are claimed except the registration fee.
- Any LaCarte cardholder with general purchasing permissions may pay for registration fees for other employees. This is the ONLY travel expense that may be paid for another person. The cardholder MAY NOT pay for lodging, airfare, rental vehicles, etc. for anyone but themselves.
- If a cardholder has only travel privileges and not general purchasing privileges, the cardholder cannot charge registration fees for other travelers on their LaCarte card.
- Cardholder shall assure that prices paid are fair and reasonable by comparing prices from more than one vendor.
- Cardholder shall obtain original, itemized supporting documentation for each transaction, and shall verify all information on document.
- Any pre-approved exceptions to LaCarte Card purchases must be in writing from the UL-Lafayette Purchasing Department. Written documentation of approval must be attached to LaCarte Purchasing Card Log.
- Cardholder AND Approver (Department Head or Dean/VP) must sign the LaCarte Purchasing Card Log AND Bank of America statement certifying the legitimacy and accuracy of the listed transactions.

A copy of the log sheet, statement and supporting documents shall be retained by the cardholder. **Cardholder can NEVER be the final approver of his/her own transactions.**

- Any purchases not allowed on the LaCarte card shall be submitted on a Purchase Requisition.

If LaCarte card includes travel permissions, the following travel transactions are permitted:

- AIRFARE AND AGENCY FEES – Must be paid for with traveler's LaCarte card and must be booked thru Short's Travel.
 - International travel must comply with the Fly America Act. This is only applicable if federal funds are used. Note: Not all flights booked thru Short's Travel comply with the Fly America Act.
 - Short's Travel charges a \$2.00 agency fee for booking a flight online. If flights are booked thru a representative, the agency fee is much higher. Flights should not be booked by phone after 5:00pm or on weekends unless it is for an emergency flight.
 - Standby charges and seat reservation fees are not allowed.

Note:

- Traveler may be granted a one-time approval to bypass Short's Travel, if there is a savings of \$50 or more. **Prior to booking the flight**, the traveler must provide the following information and receive written approval from the Office of State Travel:
 - A quote from Short's Travel
 - A quote from the cheaper agency
 - An email from a Short's representative stating that Short's cannot match or beat the other agency's price (Short's Travel does not have all flights listed on their website.)
 - All of this information must be emailed to Kassie Clark at kxs2315@louisiana.edu, who will in turn attempt to get permission from the Office of State Travel.
- Travelers wishing to extend their stay for personal reasons **must have the additional days approved thru the Travel Department prior to booking the airfare**. The traveler must provide to the Travel Office prior to booking the flight:
 - A quote from Short's for airfare on the approved days
 - A quote from Short's using the same airline and airport for the day that the traveler would like to leave or return
 - UL will pay the cheaper of the two flights, and will not pay for additional food or lodging.
- HOTEL/LODGING – Must be paid for with the traveler's LaCarte card and must stay within the PPM-49 allowable rates for the area
 - If staying at a conference hotel, the conference rate is permitted even if over the allowable state rate.
 - If a hotel is not available within the allowable rate, permission may be granted to pay up to 50% higher than the allowable rate. A letter of justification must be provided, and approved by Department Head, prior to making the reservations.
 - Allowable state rate is per person. (Example: If the allowable rate is \$89/night and 2 people are sharing a room, then the allowable rate for that room is \$178/night.)
 - Hotel incidentals are not allowed to be paid for with the LaCarte card.
 - Internet services are allowed on the LaCarte card only if included on the hotel invoice.
 - Resort fees are not allowed unless attending a conference or if traveler is staying in a city that all hotels are charging a resort fee.
 - Airbnbs are allowed, but service charges and cleaning fees are not allowable expenses.
- RENTAL VEHICLES – Cardholder must use state contracted rental agencies
 - Enterprise must be used within the state of Louisiana (Contract #NA1403)
 - Out of state rentals must be from Enterprise (Contract #NA1403), Hertz (Contract #70592) or

National (Contract #NA1403)

- Pricing includes Collision Damage Waiver and a one million dollar liability insurance
- The purchase of fuel from rental agencies is prohibited.
- Cardholders are only allowed to rent Compact or Intermediate-sized vehicles unless more than 2 people will be riding.
- PARKING – Allowed on LaCarte card only if:
 - Part of hotel invoice
 - New Orleans Park-N-Fly (\$7.00/day and \$42.00/week – no receipt required if paid out-of-pocket; if paid with LaCarte card, receipt is required; Promotional Code #0050930)
 - Baton Rouge airport (\$3.50/day – no receipt required if paid out-of-pocket; if paid with LaCarte card, receipt is required; must provide airport certificate to get contracted rate)
- AIRLINE BAGGAGE FEES – Allowed on LaCarte card only if combined with airfare cost at time of reservation
 - For trips 5 days or less, 1 checked bag is allowed
 - For trips from 6-10 days, 2 checked bags are allowed
- SHUTTLE SERVICE – Allowed on LaCarte card only when prepaid prior to trip

Incidental Expenses NOT allowed on the LaCarte Card:

- Employee Individual Meals
- Tips for baggage tips
- Ground transportation such as buses, subways, airport shuttles, and taxis
- Phone calls
- Internet service not included in hotel invoice

Important Things to Remember About Travel:

- You must present a personal credit card when checking into a hotel to cover any incidental charges.
- Louisiana sales tax should never be paid for meal, hotels, Enterprise instate vehicle rentals, or Park-N-Fly.
- Only the cardholder's travel expenses are allowed on the LaCarte card.
- A Travel Request must be completed for ALL travel. For items such as airfare or lodging that will be paid for with the LaCarte card, a notation should be made on the Travel Request indicating LaCarte use.
- A copy of the approved Travel Request must be attached to the LaCarte log.
- Any travel-related items must be listed in Section B of the Travel Expense Form.
- Cardholder MUST NOT request reimbursement for expenses that were paid for with the LaCarte card.

General Travel Procedures:

Prior to the trip:

- Traveler must complete a Request for Official Travel form (Travel Request) for any event away from the UL campus.
- Once the form has gone through the necessary approval process, the original will be kept in the UL-Lafayette Travel Office, the gold copy will be sent to the Motor Pool Office if a state vehicle has been requested, and the other copies will be returned to the traveler.
- When the traveler receives the approved copy of the Travel Request, he/she is free to make their travel arrangements (i.e. pay registration fee, reserve vehicle and hotel and make flight arrangements thru Short's Travel, etc.) using their LaCarte card or personal credit card.
- CBA CARD OPTION - Payment for registration, hotel and airfare may be paid with the UL-Lafayette Purchasing Department CBA card if traveler is a student, a professor traveling with a group of students, or an employee making under \$30,000/year. The Travel Request should be notated with "CBA" next to each item and the UL-Lafayette Purchasing Department should be notified of the request.
 - Once the approved Travel Request is received by traveler:
 - Hotel reservation must be made and a "Credit Card Authorization" may be sent to the UL-Lafayette Travel Manager at josiem@louisiana.edu. Payment will then be made by the UL-Lafayette Purchasing Department.
 - Flight reservation must be made through Short's Travel. Traveler must choose "Controlled Billing Account" as the payment option. Once this reservation is submitted, an email will be sent to the UL-Lafayette Purchasing Department, by Short's Travel, requesting payment of the flight.
Note: The UL-Lafayette Purchasing Department has only 24 hours to pay for the flight, so do not make the reservations on Friday, over a weekend or holiday. If the flight is not paid for within 24 hours, the reservation will be canceled.
- TRAVEL ADVANCES – If the traveler is a student, a professor traveling with a group of students, or an employee making under \$30,000/year, he/she may request an advance to pay for meals and incidentals.
 - If a UL staff member is traveling with a group of students and an advance is requested for the students' meals, only one (1) Travel Request should be completed in the staff member's name.
 - For this type of advance, a check in the amount of the advance (daily allowable rate for each person) will be issued to the UL staff member. The staff member will be responsible for distributing the money. Each person will be required to sign a roster which must include the amount of money given to each person. Since the money is being issued to the UL staff member, no meal receipts are required.
 - If a student, or employee making under \$30,000/year is traveling, a Travel Request must be completed in the traveler's name, and an advance may be given for meals. For this type of advance, original itemized meal receipts are required for each meal. Traveler can only claim up to the allowable rate for the area for each meal. If a meal is skipped, or less than the allowable rate is spent, the remaining money from that meal cannot be applied to another meal or snack during the day.

Following the trip:

- If travel expenses were paid with LaCarte card, original itemized receipts must be attached to LaCarte log, as well as a copy of the approved Travel Request.
- Travel expenses are to be listed on a Travel Expense Account Form.

- Personal or Courtesy vehicle expenses are to be listed in Schedule A. The preferred proof of miles traveled is a map from Google, MapQuest, etc. rather than odometer readings.
 - All travel expenses paid for with a state credit card (LaCarte or CBA) must be listed in Schedule B.
 - All travel expenses that are to be reimbursed to the traveler must be listed in Schedule C. Required original itemized receipts for reimbursable expenses must be attached.
- Travel Expense Account Forms must be submitted with all required documentation by the 15th of the month following the trip.
 - Travel Advances must be cleared within 15 days of the trip. Clearing a Travel Advance requires submission of all receipts and any unused advance money. The total of the receipts and unused money must equal the amount of the advance.
 - Travel reimbursements will be issued within 30 days of receipt.