



Purchasing Card (*LaCarte*) Policies and Procedures

INTRODUCTION

Southeastern Louisiana University has entered into an agreement with the State of Louisiana and Bank of America that provides qualified employees with a Visa Purchasing Card to purchase low cost materials. Using the Purchasing Card benefits the University and its vendors through:

- Prompt payments to vendors
- Reduced processing costs and paper flow
- Controlled decentralization of Purchasing

The Purchasing Card will provide the University with a system that is efficient, flexible, and convenient for departments purchasing goods directly from vendors for transactions up to the card's single transaction limit within the current small purchase executive order. The Purchasing Card simplifies the way departments may order small dollar goods from vendors that accept the Visa credit card.

The Purchasing Card program is designed to delegate the authority and capability to purchase small dollar items directly to the end user or department. Use of the Card will enable cardholders to purchase non-restricted items directly from vendors without the issuance of a requisition or a purchase order.

As a State agency, Southeastern Louisiana University is bound by certain State and Federal regulations and laws. To ensure compliance with these requirements, cardholders must adhere to the guidelines outlined in the cardholder enrollment form and cardholder agreement (see Exhibits III and IV). The policies in the application and agreement, as well as any revisions by the Purchasing Department pertaining to the program, must be followed when using the Purchasing Card.

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I. Overview

A. Louisiana "LaCarte" Purchasing Card

Louisiana "LaCarte" Purchasing Card is a Visa Card used by Southeastern Louisiana University employees to purchase materials up to the card's single transaction limit per transaction (including shipping and handling) within the current small purchase executive order. It is the preferred purchasing tool used to purchase low cost materials.

A card's single transaction limit at Southeastern is no more than \$1000 unless approved for a limit up to \$5000 on a case-by-case basis by the Director of Purchasing.

B. How your card may be used

Your card may be used for any purchase of materials provided that:

1. The transaction does not exceed the card's single transaction limit (\$1000 for most cardholders) including shipping and handling charges;
2. The transaction does not cause the monthly spending limit to be exceeded;
3. The transaction does not fall within one of the excluded merchant groups/spending categories;
4. The transaction does not involve a purchase of one of the types listed in Exhibit I.
5. The transaction is supported by the appropriate informal quotes, when applicable.

C. Purpose and Benefits of Using the Purchasing Card

1. To simplify and reduce costs of the purchasing and payment process for material orders where applicable. The cardholder uses the card to make the purchase from suppliers without completing purchase orders or requisitions. All State of Louisiana and Southeastern Louisiana Purchasing rules and regulations must be followed; only the method of payment has changed.
2. To simplify and reduce the number of Process Forms for Payment processed by Purchasing and Accounts Payable. To reduce the number of requisitions

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entered in PeopleSoft. One monthly invoice is paid to Bank of America versus handling large volumes of low dollar invoices.

3. The Purchasing Card process pays the suppliers within two business days of requesting payment for merchandise provided.

D. Purchasing Card Cycle

1. Cardholder presents Purchasing Card to supplier at time of purchase.
2. Suppliers receive remuneration from Visa within two business days of requesting payment for merchandise provided.
3. Approximately 2 days after using the Procurement Card for a purchase, the cardholder will receive an email notice from PeopleSoft Financials that a transaction is waiting for coding to the correct Budget Unit/Account and the cardholder's signoff.
4. Within 2 business days after receiving the above notification from PeopleSoft Financials, the Cardholder must complete the coding and signoff. Signoff consists of coding the correct Budget Unit and Account code, leaving an appropriate comment and scanning the supporting documentation. Depending on the Budget Unit and type of purchase, the transaction may have to be approved by Client Services and/or Office of Sponsored Research Programs. The transaction will then go to the cardholder's approver where applicable.
5. Within 2 business days after receiving email notification from PeopleSoft Financials, the supervisor must complete the approval process for the transaction.

NOTE: Transactions not signed off within two working days may result in card suspension. Multiple suspensions may result in loss of card privileges.

6. Original documentation should be retained in the department for a period of seven years.
7. Southeastern Louisiana University remits payment to Bank of America within 25 days of statement date.
8. Transactions that have been signed off by Cardholder and Approver/Manager are posted to budgets daily.

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E. Card Misuse

1. Fraud Purchase - any use of the procurement card which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

An employee suspected of having misused the procurement card with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused an impairment to the state service, and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be the prerogative 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 and the Director of the Office of State Purchasing.

2. Non-Approved Purchase - a purchase made by a State cardholder for which payment by the state is unapproved. A non-approved purchase differs from a fraud purchase in that it is a non-intentional misuse of the procurement card with no intent to deceive the agency for personal gain or for the personal gain of others.

A non-approved purchase is generally the result of a miscommunication between a supervisor and the cardholder. A non-approved purchase could occur when the cardholder mistakenly uses the procurement card rather than a personal card.

When a non-approved purchase occurs, the cardholder should be counseled to use more care in handling the procurement card. The counseling should be in writing and maintained in the employee's file for no longer than one year unless another incident occurs. The employee should be made to pay for the item purchased inappropriately. Should another incident of a non-approved purchase occur within a 12 month period, the appointing authority should consider revocation of the procurement card.

II. Cardholder's Responsibilities

A. General Responsibilities

1. The card is used for payment of materials up to the card's single transaction limit (including shipping and handling charges) within the current small purchase executive order. The transaction and credit limits on the card have been approved by the University Purchasing Department. The Purchasing Card delegates the expenditure and purchasing authority, up to the card's single transaction limit, to the authorized cardholder.

Note: It is the responsibility of the budget unit cardholder to verify sufficient funding exists in the specified budget and expenditure code PRIOR to initiating the Purchasing Card transaction.

2. The cardholder will sign off of each transaction within TWO days of email notification from PeopleSoft. Cardholder will leave an appropriate comment and scan supporting documentation (sales receipts, invoices, credit card slips, etc.) for each transaction.
3. The Purchasing Card remains the property of Bank of America. It may not be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder will surrender the Purchasing Card upon request to Southeastern Louisiana University or any authorized agent of Bank of America.
4. Southeastern Louisiana University retains the right to cancel or suspend a cardholder's privileges. Cards may be revoked for misuse or non-compliance with procedures and/or the Cardholder's Agreement (Exhibit IV). The first offense will prompt a written notification from the P-Card Administrator who will also notify the Department Head and/or next-level Supervisor. Second Offense (of the same nature) will result in card suspension. The card may be reactivated after an on-line or in-person training session.

Continued misuse or non-compliance will require that a committee comprised of the next-level supervisor, a peer, and the P-Card Administrator review the offense. The committee will make a decision on how to handle the offense which could include permanently revoking the card. If the cardholder disagrees with the committee's decision, then the cardholder has TEN DAYS to appeal the committee's decision. The cardholder submits the appeal, in writing, to his/her next-level supervisor's next-level supervisor. In instances of card misuse, the cardholder will have TWO pay periods to resolve the matter or the amount can be deducted from the cardholder's paycheck.

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5. State sales tax should not be charged on card purchases. Cardholders should make every effort at the time of purchase to prevent being charged state and local sales tax. The tax exempt number is printed on the front of the P-Card. Cardholder will notify the vendor BEFORE the purchase is rung up that the purchase is tax exempt. In the event state sales tax is charged, the cardholder will be responsible to have the vendor/merchant issue a credit to the cardholder's account by the next statement period.

B. Ordering and Receiving of Materials

The cardholder is responsible for ensuring receipt of materials and resolving any receiving discrepancies or damaged goods issues. (For disputes or questions, see item F.)

1. Ask the supplier if they will accept Visa.
2. The card is used for payments up to the card's single transaction limit. Ask the supplier to calculate the total value of the order, including shipping, handling charges and freight costs. Advise vendor that Southeastern Louisiana University is tax exempt. If the total charge is over the card's single transaction limit the card cannot be used.
 - a) Do not split a transaction into two or more transactions to get below the single transaction limit.
 - b) Violation of this policy may result in cancellation of your card.
3. Obtain from the supplier a sales receipt or invoice which itemizes the order.

C. Telephone Orders

1. Provide the supplier with your complete shipping instructions. Vendor should address all merchandise for shipment as follows:

Southeastern Louisiana University
Receiving Station for (your name, street address, department, building
and room number)
2400 N Oak Street / BLDG M4
Hammond, LA 70402
2. Instruct the supplier to include in the delivery package a sales receipt, invoice, or the Purchasing Card charge slip itemizing the order.

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3. Instruct the supplier to send any sales receipt or invoice directly to you rather than the Purchasing Department. This will avoid the possibility of having the same invoice paid twice.

D. If Approval is Denied

1. If a supplier advises that card approval has been denied, it is most likely a violation of one of the established levels of authority checks.
 - a) Example – the purchase exceeds the single transaction limit.
 - b) Example – the account is over the spending limit.
 - c) Example – the purchase is a violation of a Merchant Group/Spending Category code or a Merchant Category Code to which access is prohibited.
2. The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information. If a transaction is denied, the cardholder should contact the Purchasing Card Administrator for assistance.

The Purchasing Card Administrator will contact the proper persons, obtain information on the denial and coordinate resolution of the issue.

E. Reconciliation and Approval Process

1. Primary responsibility for the reconciliation and approval process rests with the cardholder and next-level supervisor of each department.
2. Compare each transaction in PeopleSoft with the actual sales receipts, invoices, credit card slips, etc. (supporting documentation). If a credit card charge slip or a receipt does not itemize the purchase, it will have to be itemized on a separate sheet of paper.
3. Verify each transaction as to date, vendor and amount by matching to the supporting documentation.
4. Leave appropriate comments and scan supporting documentation for each transaction during the sign off in PeopleSoft.

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5. The cardholder should retain a copy of original supporting documentation for SEVEN years.
6. It is the responsibility of the cardholder to verify that sufficient funding exists in the specified budget unit and expenditure code(s) for all Purchasing Card transactions PRIOR to making the purchase.
7. For disputed or questioned items – See item F.
8. Personal expenses charged on card:
 - a) Personal usage of card is NOT ALLOWED.
 - b) Violations may result in cancellation of your card.

F. Disputed and Questioned Items

1. The cardholder is responsible for ensuring receipt of materials and resolving any receiving discrepancies or damaged goods issues.
2. Cardholder is responsible for settling any disputes, clearing erroneous charges and requesting credit for returned merchandise directly with the supplier.
3. Cardholder should contact supplier to resolve any outstanding issues. Most billing problems can be resolved expeditiously in this manner.
4. If cardholder is unable to reach agreement with supplier, the cardholder should contact the P-Card Administrator. Bank of America must be notified in writing of any unresolved disputed item within sixty (60) days of the date of the statement on which the questioned item appears.
5. Cardholder should indicate in PeopleSoft that an item is in dispute by leaving a comment.
6. Tax is NOT a disputable item with Bank of America.
7. Contact P-Card Administrator if an acceptable resolution is not obtained.

G. Missing Receipts

In the event a receipt cannot be located and a duplicate receipt cannot be obtained, the cardholder can fill out a Missing Receipt Form (Exhibit V). This

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form should be scanned just as other documentation when signing off on the transaction. The use of this form should be the exception and not the rule. After the second instance within a fiscal year (July 1 - June 30), any additional instances will be considered card misuse and will be subject to the card misuse procedures set forth in this policy.

H. Lost or Stolen Cards

1. Report any lost or stolen cards immediately to Bank of America first and then the Purchasing Card Administrator. The bank will immediately cancel the card and forward a replacement card to the Purchasing Card Administrator within three to five business days.

2. To report lost or stolen cards:

888-449-2273

I. Termination of Employment

Cardholder must notify the Purchasing Card Administrator upon termination of employment from the University. Please give the Purchasing Card Administrator ample notice so that your card may be cancelled. Please deliver the card to the Purchasing Card Administrator. **DO NOT SEND THE CARD IN THE CAMPUS MAIL.**

J. Change of Department or Budget Unit

Cardholder must notify the Purchasing Card Administrator by email of his/her change in department/budget unit.

K. FMLA, Sabbatical, and Other Extended Periods of Leave

Cardholder must notify the Purchasing Card Administrator of his/her instances of extended leave (FMLA, Sabbatical, etc.)

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III. STEPS IN OBTAINING A PURCHASING VISA CARD

- Complete the Cardholder Enrollment Form (see Exhibit III) and return to Southeastern's Purchasing Card Administrator. This form is available online on the Procurement Card web page.
- Once the Enrollment Form is received, a card will be requested with the single transaction limit and billing cycle limit that were approved by the Next-Level Supervisor and Purchasing Card Administrator.
- Visa card will be sent directly to the Purchasing Card Administrator in approximately 2-3 business days (if the card is sent directly to the department, please inform the Purchasing Card Administrator immediately).
- The cardholder will be required to attend a training session and sign a Purchasing Cardholder Agreement (Exhibit IV). When this is done, the employee will receive the Purchasing Card.
- The Cardholder must sign the Purchasing Card immediately upon receipt.

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EXHIBIT I SOUTHEASTERN LOUISIANA UNIVERSITY RESTRICTIONS ON CARD USE

The Purchasing Card SHALL NOT BE USED for the following purchases:

- Alcoholic beverages
- Cash advances, cash instruments, cash refunds
- Christmas cards and other similar communications
- Christmas trees (live)
- Controlled substances (prescription drugs, narcotics, etc.) unless an approved exception by the Director of Purchasing is on record.
- Entertainment costs – ski tickets, tours, etc.
- Food, beverages & meals for employees unless
 - a “Request for Special Meals” form is used for pre-authorization
 - or employee is required to attend student event that includes food
- Gifts (includes gift cards and gift certificates), prizes
- Honorariums
- Personal, Professional, Consulting, & Social Services Contracts
- Licensed professional services
- Personal purchases
- Professional certification fees (AIA, CPA, CPM, CPPB, CPPO, LLP, PE, etc.
- Memberships in civic and community organizations (i.e. Chamber of Commerce)
- Postage stamps
- Travel (gas stations, lodging, restaurants, airline tickets, etc.)

The Cardholder shall:

- Assure that Purchasing Card transactions are not artificially split in order to circumvent the single purchase limit.
- Assure that the items purchased are required for bona fide University purposes (no personal expenses).
- Assure that the prices paid are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of the University and is exempt from state and local taxes.
- Obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used.
- Assume personal responsibility for all purchases made with the card.
- Assure that the information provided is correct in all respects.
- Assure that sufficient funding exists in the specified budget and expenditure code PRIOR to making any purchases.
- Do not include the full card account number in transactions, faxes, reports, emails, etc. If an account number is required, only the last four or eight digits can be provided.

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EXHIBIT II PROCUREMENT CARD CODING & DOCUMENTATION TIMELINE

P-CARD QUICK REFERENCE TIMELINE			
	When	Who	Event
1)	Approximately 2 Days after Purchase	Cardholder	Sign-off request arrives from PeopleSoft.
2)	Within 2 Days of PeopleSoft Notice	Cardholder	Codes, comments, scans documentation .and signs off on the transaction, triggering approval by Supervisor and/or Client Services, OSRP.
3)	Within 2 Days of Approval Notice from PeopleSoft	Supervisor, Client Services, OSRP	Completes approval process

Cardholder: Approximately 2 days after using the Procurement Card for a purchase, the cardholder will receive an email notice from the PeopleSoft System that a transaction is waiting for coding to the correct Budget Unit/Account and the cardholder’s signoff.

Cardholder: Within 2 business days after receiving the above notification from PeopleSoft, the Cardholder must complete the coding, leave appropriate comments, scan appropriate documentation and sign off. The cardholder’s immediate supervisor will then receive an email notice that their approval is required for the transaction. Depending on the budget and type of purchase, Client Services and/or OSRP may get notification to approve as well.

Supervisor/Client Services/OSRP: Within 2 business days after receiving notification from PeopleSoft, the approver must access PeopleSoft and complete the approval process for the transaction. (See the “How Do I? Approve P-Card Transactions” document for step-by-step instructions.)

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EXHIBIT III



PROCUREMENT CARD CARDHOLDER ENROLLMENT FORM

Cardholder should complete **Section 1** of this form in Excel, print, sign and forward to his/her next-level supervisor for approval. Form should then be delivered to Scott Morrow in the Purchasing Department either in person or through Campus Mail (SLU 10800).

Section 1: Cardholder Information

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Delete/Close	Cardholder Account #
Name on Card		Employee W#	
SLU Department		E-Mail Address @selu.edu	
SLU Box #		Phone #	
City/State/Zip		Pay Type	<input type="checkbox"/> Faculty/Staff (Unclassified)
Dept. Contact Name			<input type="checkbox"/> Staff (Classified)
Contact Phone		** NO CASH ACCESS **	
Single Transaction Limit \$		(Max \$1,000)	Spending Limit Per Cycle \$

PeopleSoft Financials Login ID			
	Budget Unit #	Budget Unit Head Signature	Date
Cardholder's Signature			
Date	Budget Unit #	Budget Unit Head Signature	Date
Next-Level Supervisor Signature			
Date	Budget Unit #	Budget Unit Head Signature	Date

Section 2: To be completed and signed by P-Card Administrator (Purchasing Department)

Single Transaction Limit	(Max \$1,000)	Does Cardholder need access to reports?	Yes
Spending Limit Per Cycle	(6th to 5th)		No

I approve the above named individual's request for a University Purchasing Card.

Purchasing Card Administrator Signature Date

rev103112

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EXHIBIT IV

State of Louisiana

01/2012

CARDHOLDER AGREEMENT FORM—Corporate Liability Purchase Card

The State of Louisiana ("State") and Southeastern Louisiana University are providing you with a Corporate Liability Purchase Card. The Purchase Card must only be used for State of Louisiana official business. All acceptable charges must be in accordance with the current State of Louisiana Corporate Liability Purchase Card and CBA Policy, Southeastern Louisiana University Purchasing Policy and all current purchasing rules and regulations, if applicable. Applicable rules and policies include, without limitation, the following:

Procurement Rules: <http://www.doa.louisiana.gov/osp/osp.htm>
State of Louisiana Corporate Liability Purchase Card and CBA Statewide Policy
Southeastern Louisiana University Purchase Card Policy

I, _____, ("Cardholder") agree that upon receipt of the Purchase Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of Purchase Card

As the cardholder, I agree to accept responsibility for all charges against the card and the protection and proper use of the Purchase Card as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I further agree to:

- (1) Never use the Purchase Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business;
- (2) Never use the Purchase Card for personal purchases;
- (3) Never allow others to use the Purchase Card or use my card;
- (4) Always obtain and submit all original receipts, invoices and other necessary documents for each transactions as well as verify the charges on the Purchase Card and to submit such charges for approval, dispute, credits and/or fraud processing; and
- (5) Always reconcile purchases within the State/Southeastern's prescribed timelines, but in no instance later than 15days past the statement date. I understand and agree that Southeastern will monitor the use of the Purchase Card and that I will be personally liable for any unauthorized use thereof.

Penalties for Misuse of Purchase Card

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/Department has the following rights, to the extent authorized by law:

- (1) To deduct any unauthorized charges in accordance with Southeastern's Purchase Card Policy, until all unauthorized charges are paid in full.
- (2) The State/Southeastern may pursue any remedy for the recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
- (3) The State/Department may impose any appropriate corrective or disciplinary action permitted, including cancellation of card privileges and or up to termination and possible criminal charges, under applicable law.

Lost Procurement Card

If the Purchase Card is lost, stolen, or compromised in any manner, I shall immediately notify Southeastern's program administrator and the bank issuing the Purchase Card.

Return of Purchase Card

Upon notification of my transfer from Southeastern, change in duties, termination of employment, suspension, retirement or cancellation of my Purchase Card privileges, I agree to notify Southeastern's program administrator and to promptly return the Purchase Card to Southeastern.

Cardholder:	Employee ID# _____
Signature: _____	Date: _____
Print Name: _____	Phone: _____
Department/Section _____	E-Mail: _____
Approving Authority:	
Signature: _____	Date: _____
Print Name: _____	Phone: 549-5323
Department/Section: Purchasing	E-Mail: _____

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EXHIBIT V



MISSING RECEIPT FORM

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any LaCarte Purchasing Card transaction that does NOT have documentation from the merchant. This should be provided to the Purchasing Card Administrator as part of your monthly reconciliation paperwork.

Cardholder Name/Telephone Number: _____
Department Name: _____

Merchant Name: _____
Transaction Date (mm/dd/yyyy): _____
Transaction Amount (Total Cost) \$ _____

Description/Quantity/Cost Per Item/Total Cost per Line
(Add an additional sheet if necessary)

\$\$
\$\$
\$\$

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

CARDHOLDER CERTIFICATION SIGNATURE

I attest the information provided is true and an accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but have been unable to do so and also hereby certify the following:

* All items purchased on this P-Card transaction were for Southeastern Louisiana University use. No personal purchases were made.

* The cardholder will not seek reimbursement from Southeastern Louisiana University in any other manner for this transaction.

* Original documentation is not in the Cardholder's possession for the reasons stated above.

* Cardholder acknowledges that repeated lack of documentation could result in revocation of their LaCarte Purchasing Card.

Cardholder Name: _____

Signature: _____ Date: _____

NEXT-LEVEL SUPERVISOR:

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

Next-Level Supervisor Print & Sign:

Date: _____