Memo # AS-15-02

CAMPUS CORRESPONDENCE

To: **Vice Chancellors, Deans, Directors and Department Heads** **Date: September 2, 2014**

From: **Donna K. Torres, CPA**
Associate Vice Chancellor for
Accounting and Financial Services

Subject: Important Changes to the LaCarte Card Program

As a result of the Division of Administration's State Purchasing mandates regarding the LaCarte Card Program, the following are policy change requirements that LSU will be incorporating effective September 1, 2014.

The following is a summary of the changes:

- Each Department Head will be required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel will provide a list of the unit's cardholders that must be reviewed and certified by the Department Head. The listing should be returned to AP & Travel where the information will be centrally filed.
- LaCarte renewal cards will no longer be distributed in bulk to departments. LaCarte renewal cards will now be distributed by AP & Travel in the same manner as new cards.
- Existing cardholders will be required to maintain continuous training of the LaCarte Card Program in order to receive their renewal card. All cardholders will be required to complete the online Renewal Certification training. The Renewal Certification training provides policy reminders, responsibilities of cardholders, departmental LaCarte Contacts and Approvers, details of audit requirements, consequences of card misuse and/or policy violations. The online Renewal Certification training is available on the AP & Travel website at http://www.fas.lsu.edu/AcctServices/acctpay/ and can be accessed by clicking the "*Online Training*" link. The direct link to the online training is: https://sso.paws.lsu.edu/login?service=http%3A%2F%2Fcommunity.moodle2.lsu.edu%2Flogin%2Findex.php. The cardholders will be required to:
  1) Log into MyLSU
  2) Select the online training session - "*Renewal Certification*"
- AP & Travel will notify cardholders upon arrival of their renewal cards via e-mail to prompt them to complete the online Renewal Certification training. The renewal cards will be given only to the cardholders upon verification of their ID and signing the LaCarte Renewal Agreement form (AS701-R).
- Department personnel (i.e., Supervisors, Approvers, CBA Approvers, etc.) with responsibilities related to the LaCarte Card Program will also be required to maintain continuous training of the program. The online LaCarte trainings (i.e., LaCarte Distribution and Renewal Certification), LaCarte Card Program trainings, Business Managers' meetings, Accounting Services newsletters, etc. are all great resources available for departments to stay abreast of the program and any updates.
- When a cardholder leaves the University, departments must have exit procedures in place to account for and destroy cards as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the LaCarte Administrator upon notification of the employee's termination to ensure the cardholder's entries are audited prior to the employee's last work day.
- Reports of financial irregularities may be made anonymously to the LSU Ethics and Integrity Hotline via telephone (855-561-4099) or internet at www.lsu.ethicspoint.com.

The online Renewal Certification training has been developed to meet the continuous training requirement. Also, FASOP: AS-20 "LaCarte Card Program Policy" and all LaCarte forms have been updated to reflect the above changes. The FASOP can be found on the AP & Travel and Finance & Administrative Services websites. If there are any questions or concerns regarding any of the changes, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366 or Lindsay Berthelot at lberthe@lsu.edu or 578-1538.

cc: F. King Alexander, President and Chancellor
Stuart Bell, Executive Vice Chancellor and Provost
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