



University of
LOUISIANA
at Monroe

MONROE, LOUISIANA

**CORPORATE LIABILITY
“LA CARTE” PURCHASING CARD AND CBA POLICY**

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INTRODUCTION

The State of Louisiana Corporate Liability “LaCarte” Purchasing Card (P-Card) and CBA are a Visa credit card issued by the Bank of America (BOA) for the State of Louisiana. The card is a tool used to manage purchasing and accounting by enabling employees to purchase items with the convenience of a credit card while maintaining control over those purchases. In accordance with rules and regulations issued by the Division of Administration (DOA), the use of this card is limited to small-dollar orders of \$5,000.00 or less or as approved by the Program Administrator.

ULM has entered into an agreement with the State of Louisiana and the Bank of America to participate in this P-Card/CBA program. The P-Card will provide qualified employees of the University with a Visa P-Card to purchase low-cost materials and supplies. Use of this card will enable cardholders to purchase non-restricted items directly from vendors without the issuance of a requisition, letter authorization, or purchase order.

These policies and procedures are not intended to replace current Purchasing Policies, Rules and Regulations, Louisiana Statutes or Executive Orders. The P-Card simplifies the way in which departments may purchase small dollar goods from vendors who accept the Visa credit card. The P-Card program is designed to delegate the authority and capability to purchase small dollar items directly to the end user or department.

As a State agency, The University of Louisiana at Monroe must adhere to certain State and Federal regulations and laws. To ensure compliance with these requirements, cardholders must comply with the policies outlined in the application and the cardholder agreement. The policies in the application and agreement, as well as any revisions by the ULM Purchasing Department pertaining to this program, MUST be followed when using the P-Card.

Purpose and Benefits of Using the P-Card

1. To simplify and reduce costs of the purchasing and payment process for material and supply orders under \$5,000.00 where applicable. The cardholder uses the card to make purchase(s) from vendors without having to prepare and submit a Requisition to the Purchasing Department.
2. To increase efficiency, cost savings, convenience and by reducing the number of invoices processed and checks written by the Accounts Payable Department. One (1) monthly invoice is paid to Bank of America versus handling large volumes of small dollar amount invoices.
3. To pay the vendor within the time frame agreed upon between the Bank of America and DOA.

Chip and PIN Technology

Moving forward, all new and renewing P-Cards will be issued with Chip and PIN technology. This type of card is very common in many other countries, and is rapidly being introduced in the United States.

Once you receive your PIN in the mail, your new Chip and PIN card will be issued to you by your Program Administrator. All Chip and PIN cards will have magnetic stripes so they can be used both in the United States and abroad.

Tips for Protecting Your Card

- Memorize your PIN.
- Do not write your PIN anywhere.
- Do not provide your PIN to anyone.
- Bank of America will never ask you for your PIN via email or through a website. If you are asked to provide your PIN, decline and call us.
- Cover the keypad when entering your PIN into the point of sale terminal

FAQs

What is a Chip and PIN Card?

A Chip and PIN credit card that contains an embedded microchip as well as the traditional magnetic stripe. The chip encrypts information to increase data security when making transactions at a chip-enabled terminal.

- The term “PIN” simply refers to how you will authorize the transaction – by entering a PIN. When using your LaCarte chip credit card, you'll be prompted for a PIN to complete the transaction. Should this occur, just enter the credit card PIN assigned to your card.
- The enhanced security against counterfeiting is contained within the chip itself. The chip makes the transaction more secure by encrypting information when completing a transaction at a chip-enabled terminal. As a result, Chip & PIN transactions offer enhanced security against counterfeiting.

When can I expect to receive a Chip and PIN card?

If you don't have a credit card with chip technology today, you'll receive one when your old card expires or needs to be reissued. Until then, use your standard card with the magnetic stripe.

How do I use the new card?

When making purchases with vendors who have not upgraded to the new technology, simply swipe the magnetic stripe and proceed as normal. When making purchases at locations equipped with Chip and PIN terminals, you will rarely hand your card to the merchant. Often, Chip and PIN terminals are brought to you, through handheld devices or a keypad at point of sale.

When using a Chip Terminal:

- Enter the card into the point of sale terminal.

- The screen will display the total sum of your purchase. You may add gratuity to the total.
- The screen will prompt you for your PIN.
- The terminal will prompt you to remove the card and will produce a receipt as normal.

What if I get my PIN wrong?

You have four consecutive attempts to enter the PIN correctly. On the fourth failed attempt, the Chip and PIN function of card will be disabled (although the magnetic stripe will continue to work) and you will need to request a new Chip and PIN card. (see "What if I forget my PIN?")

What if I forget my PIN?

You can retrieve a forgotten PIN online at any time by visiting the secure PIN Check website: www.baml.com/PINCheck.

- To log in to the website for the first time, you will need:
- Full 16 digit card number
- Name on Card
- Expiration Date
- Security Code – This is the 3 digit number found on the back of the card.
- Verification ID – Contact your Program Administrator for the verification ID assigned to your card.
- You will also be prompted to set up some security questions. Choose ones that you will remember easily as you will be required to answer one of them each time to access the site.

If you do not have access to the internet or need help logging in to the website, call the customer service number on the back of your card (1.888.449.2273). They can guide you through the login process or request a PIN reminder mailer. The bank cannot provide your PIN over the telephone.

The magnetic stripe will still work without the PIN. You can use it the same as you would a standard card.

What information is stored on the chip?

The embedded chip stores information required to authenticate, authorize, and process transactions. This is the same type of information that is stored on the magnetic stripe. No personal information about your account is stored on the chip.

Can I select a custom PIN?

At this time, Bank of America cannot customize PINs.

DEFINITIONS

Account holder/ Cardholder - terminology used to reference the employee that has been issued a P-Card.

Agreement Form – a form signed by a program administrator, cardholder and cardholder approver, annually, that acknowledges they have received required training from agency, completed the state’s certification requirement and received a passing score of at least 90, understands the P-Card Policies, both state and agency, and accepts responsibility for compliance with all policies and procedures.

Approver/Reviewer – Supervisor or individual within the University who is responsible for verifying that all charges against the cardholder’s account are authorized and supported by adequate documentation.

Cardholder Enrollment Form – a form that initiates the P-Card issuance process for the cardholder.

Controlled Billed Account (CBA) –a credit account issued in an agency’s name (ULM) (no plastic cards issued). These accounts are direct liabilities of the State and are paid by ULM. CBA Accounts are controlled through an authorized administrator(s) as the primary point of contact for administering the accounts. Administrator/authorizer are designated per account to provide means to purchase any allowed transactions/services allowed in the current State Liability Travel Card and CBA Policy. Each administrator has the same duties, obligations and responsibilities as a cardholder. Please realize that although other travel related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic issued for a CBA to ensure that this will not impair his or her travel plans.

Cycle - the period of time between billings. For example, the ULM’s closing period ends at midnight the 5th of each month. Synonymous with “billing cycle”

Cycle Limit –maximum spending (dollar) limit a P-Card/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.

Default Account – the account code assigned to an individual cardholder’s card. An expense assigned to the University’s budget for supplies normally purchased by the cardholder. All charges made by the cardholder will default to this account until transferred into the appropriate line item account(s).

Disputed Item – any transaction that was double charged; charged an inaccurate amount, or charged without corresponding goods or services by the individual cardholder.

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.

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.

Fraud – any transaction, intentionally made that was not authorized by the cardholder or not for Official State Business.

Incidental Expense – if travel expenses have been approved by the Office of State Travel, these would be the expenses, incurred while traveling on official state business, **which are not allowed on the state liability P-Card.** Incidentals include, but are not limited to meals; fees and tips to porters, baggage carriers, bellhops, hotel maids; transportation between places of lodging/airport such as taxi; phone calls and any other expense not allowed in the State Liability Travel Card and CBA Policy.

INTELLILINK – Visa’s web-based auditing tool which is used to assist with monitoring and managing the agency’s card program usage to ensure that card use conforms to all policies and procedures.

LaGov – State of Louisiana’s newest integrated system used for accounting, financing, logistics, human resources, travel and data warehouse storage and reporting.

Memo Statement of Account – A listing of all transactions charged to the cardholder’s account through the end of the monthly billing cycle. This statement is sent by the bank, **directly to the cardholder,** on a monthly basis for reconciliation purposes. **THIS**

IS NOT A BILL. Cardholder MUST reconcile this statement upon receipt and forward to supervisor/reviewer for approval. This form MUST be forwarded to General Accounting Department in the Controller's Office no later than 10 business days after the 5th of each month.

Merchant – a business or other organization that may provide goods or services to a customer. Synonymous with “supplier” or “vendor”.

Merchant Category Code (MCC) – 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.

Merchant Category Code Group (MCCG) – a defined group of merchant category codes. MCCGs are used to control whether or not cardholders can make purchases from particular types of merchants.

Monthly Spending Limit – a dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.

Policy and Procedure Memorandum 49 (PPM49) – the state's general travel regulations. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds, or funds generated from any other source. <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>

P-Card - a credit account issued in an employee's name for the purpose of making authorized small purchases on behalf of the University. This account is the direct liability of the State and is paid by the University of Louisiana at Monroe. Also, referred to as the “LaCarte” card and Purchasing Card.

P-Card/ Billing Cycle Purchase Log – Paper and electronic, this log is used in the reconciliation process for purchases/services charged during the billing cycle. The log is used to document cardholder approval of purchases billed by matching the paper billing statement, received from the bank, to the log and the documentation obtained from the vendor(s). Approval of the log by the cardholder can either be by signature (paper log) or electronic signoff (through WORKS Workflow reconciliation). Likewise, the designated approver (supervisor of cardholder which is at least one level higher than cardholder) can either be by signature (paper) or electronic signoff (online in WORKS Workflow).

Program Administrator – ULM Purchasing Manager, who acts as liaison between the cardholder, the State Program Administrator, and Bank of America provides support and assistance to all agencies, processes new card applications and changes to cardholder information, provides training and maintains policies and procedures.

Single Purchase/Charge Limit – The dollar limit assigned to each cardholder for a single purchase made to the card. The Unit/Budget/Department Head, not the Department of Business Affairs, will establish the dollar limit. A single purchase/charge may include multiple items but cannot exceed cardholder's limit.

Support Documentation – Vendor produced document (invoice) that records the relevant details of each item purchased, including quantities, amounts, description, cost, total charge amount, vendor's name (detailed sales receipt, original invoice, packing slip, credit receipt, etc.).

Unit/Budget/Department Head – The employee designated by the University for assigning cardholder's spending limits per transaction and per cycle (daily, weekly, monthly, and/or annually). That employee will also assign the maximum number of transactions allowed within each billing cycle (within the overall limits established by the Division of Administration and the Office of Management and Finance).

THE UNIVERSITY OF LOUISIANA AT MONROE
“LA CARTE” PURCHASING CARD
CARDHOLDER’S POLICIES & PROCEDURES

LOUISIANA “LA CARTE” P-CARD OVERVIEW

The Louisiana “LaCarte” P-Card is a Visa Credit Card issued by Bank of America which is used by The University of Louisiana at Monroe employees to purchase low-cost materials. Each card will contain a Tax Exempt Number on the face of the card. Vendors should recognize and accept as verification of the tax-exempt status of the transaction. The P-Card is the preferred mechanism for purchasing low-cost materials and benefits the University and its vendor by:

- Providing prompt payments to vendors
- Reducing processing costs and paper flow
- Providing controlled decentralization of Purchasing

The P-Card may be used for departments purchasing goods directly from vendors for transactions generally up to \$5,000 within the current small purchase executive order. Specific limits to include single transaction limits and cycle limits may vary by individual and department and are approved by the Program Administrator.

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.

P-Cards will be issued with dual limits, at a minimum. The overall card cycle limit determined by the department head/approver (the approver is modeled from the university’s Approving Agent List), and a SPL limit up to \$5,000, also determined by the department head. These limits should reflect the individual’s purchasing pattern. These are preventative controls and, as such, should be used judiciously. Exceptions to the SPL may be requested from the Office of State Travel with a P-Card exemption request form through the Program Administrator.

State Corporate Liability P-Card is a VISA Card and will be identified with the State of Louisiana seal and marked Louisiana “LaCarte”. The cards will be white and embossed with the Employee’s name, department name, account number and tax exempt number.

Expiring P-Cards will automatically be replaced/renewed prior to the P-Card’s expiration date by the issuing bank. All replacement/renewed cards will be sent to the ULM’s program administrator for proper distribution and all cardholders must have re-certification from the state’s online training class achieving a passing score of 90 prior to receiving the renewal P-card.

CONDITIONS OF PARTICIPATION

ULM, as a condition of participation in the State Corporate Liability P-Card/CBA Program shall abide by the terms of the policy unless a “Request for Exception” form is submitted and approved by the Office of State Procurement.

All program participants, i.e. program administrators, cardholders, CBA administrators, and cardholder approvers are required to complete an online certification class annually and must receive achieve a score of at least 90 and sign an agreement form applicable to the employee’s role in the program, acknowledging responsibilities. Both of these requirements are due annually.

A cardholder’s approver must be a supervisor of the cardholder which would be at least one level higher than the cardholder. The approver must be a supervisor who is most familiar with the needs of the department.

To allow for proper and complete program audits, all program participants will be mandated to implement WORKS Workflow, which is an online system through Bank of America. The system captures transactions; Workflow requires both cardholder and cardholder approver's electronic signatures, along with the ability to maintain receipts and backup supporting documentation in one central location through the scanning feature which is also being mandated, therefore, assisting with audits and reviews.

No P-card shall be issued to any program administrators, department head, CBA administrator or auditor or any other roles associated with administering, monitoring or reviewing the activities of the P-card program. The only exception regarding an employee possessing a card with a role in the program is a cardholder approver. However, in order for a cardholder approver to possess a P-card, monthly audit, sign-off in Workflow system, and all other responsibilities listed throughout this policy for a cardholder approver, must too be fulfilled by someone which is at least one level higher than the approver.

ULM program participation requires annual review of the ULM's program conducted by the internal auditor.

INTERNAL AUDITOR

Reports are generated and reviewed at least once a month, while others have been created and designed as added value to assist in policy compliance. ULM is responsible to review the data and make certain that transactions are for a business purpose and have a legitimate business need for the cardholder. The internal auditor is to review these reports annually.

All transactions and supporting documentation are randomly audited, monitoring appropriate use, verifying purchases made in accordance with Corporate Liability "LaCarte" Purchasing and CBA Card Policy, all current purchasing policies, purchasing rules and regulation, Louisiana Statutes, Executive Orders, State Liability Travel Card and CBA Policy and PPM49, if applicable.

In the event that a transaction is being investigated, the cardholder must explain and justify the transaction in question. Based on the cardholder's explanation, other action may be required. All documentation, findings, and replies will be located in the Purchasing Department readily available for any internal or external audits that may occur.

Any recognized or suspected misuse of the P-card program should be immediately reported to the program administrator and may be anonymously reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 866/801-2549.

Failure to comply with the requirements for participation in the P-card Program, the result of noncompliance may be removal from the P-card/CBA Program.

INDIVIDUAL P-CARD CARDHOLDER'S REQUIREMENTS:

1. Use P-Card for official state business only. No personal use! P-Card is limited to the person whose name is embossed on the card. The P-Card shall not be used to pay for another or loaned to another person to pay for official or non-official business expenses.
2. Attend required ULM training and sign a State Corporate Liability Cardholder Agreement Form, annually, acknowledging cardholder's responsibilities prior to receiving the card. See Forms

3. Obtain annual cardholder certification through the State's online certification training program receiving a passing grade of at least 90 prior to possess or continuing to possess a State of Louisiana P-Card. (State's Leo System)
4. Never include the full P-Card account number in emails, fax, reports, memos, etc. If an account number is necessary, only the use of the last four or eight digits of the account number is allowed.
5. Secure assigned WORKS application User IDs. Never share User ID and password and/or leave work area while logged into the system or leave log-in information lying in an unsecure area.
6. Recognize that 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.
7. 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.
8. Never use an individual P-Card for personal, non-business expenses for any reason.
9. Never pay taxes on purchases with this card, since it is a state liability.
10. Never, under any circumstances, use the P-Card to access or attempt to access cash.
11. Never accept cash in lieu of a credit to the P-Card account.
12. Never use P-Card for gift cards/gift certificates, without prior approval from the Office of State Procurement, as they are considered cash and taxable.
13. Never use P-Cards to avoid procurement or payment procedures.
14. In accordance with memorandum issued by the Commissioner of Administration, dated September 18, 2014, it mandates the use of a State Travel Card, P-Card or CBA for all higher cost travel expenditures. Therefore airfare, lodging, vehicle rentals and registration must be placed on the "LaCarte" or CBA card. This does not relieve ULM of its legal responsibilities of compliance with all applicable purchasing rules, regulations, PPM49, statues and executive orders. ULM has exception to use the P-Card until the Travel Card is implemented.
15. Never use the P-Card for the purchase of alcohol, food, or entertainment services without obtaining prior written permission from the Office of State Procurement.
16. Never use P-Card for fuel or vehicle maintenance.
17. Submit all required transaction documentation (both paper and un-editable electronic format.), special approvals, etc., timely and in accordance with ULM's policy. Remember, every transaction must have a receipt with a full description, not a generic description such as "general merchandise" or item should be fully documented/described elsewhere (both paper and un-editable electronic format). Failure to do so may result in cancellation of P-Card. All paper supporting documentation, including the signed log or approved electronic log and signed memo statement, along with any findings and justifications is to be scanned into Workflow and tied to each applicable transaction. All mentioned above, will be sent to the supervisor/approver for required audit and signatures, and forwarded to the General Accounting Department in the Controller's Office for review and file maintenance.

18. NEVER MAKE A PAYMENT DIRECTLY TO THE BANK in the event that an unauthorized charge is placed on the individual's state corporate liability P-Card. Making a payment directly to the bank will cause the monthly statement billing file to be out of balance, and the agency will have to determine the cause. Ultimately, it will be determined that a personal payment was made. In order to avoid this situation, report any unauthorized charges to the program administrator immediately, along with decision on how the funds will be reimbursed back to the agency.
19. Notify the program administrator if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.
20. Notify the program administrator if use of a card has changed and lower or higher limits are necessary.
21. Immediately report a lost or stolen card by calling Bank of America at 1-888-449-2273.

STATE CORPORATE BUSINESS ACCOUNT (CBA) GUIDELINES

Administrators for the CBA accounts will maintain records/approvals sufficient to reconcile the CBA statement to ensure it is paid timely by the State. Each CBA administrator and the approver is responsible for ensuring that documentation is adequate and sufficient to adhere to all rules, regulations, laws, statutes, policies, PPM49 guidelines and accounting guidelines for recording of expenditures. CBA administrators must have an approver who is a supervisor at least one level higher than the CBA administrators. CBA administrators are to follow all individual cardholder procedures, trainings and certifications, rules, regulations, guidelines, as outlined in the State's Corporate Liability "LaCarte" Purchasing Card Policy and ULM's policy, including forwarding signed log or approved electronic log, by both administrator and approver, signed statement, by both administrator and approver, and supporting documentation to General Accounting Department in the Controller's General Accounting office for review and file maintenance.

1. All CBA transactions must be in accordance with PPM49 guidelines, <http://www.doa.la.gov/Pages/osp/travel/travelpolicy.aspx>, State Liability Travel Card and CBA Policy, <http://www.doa.la.gov/Pages/osp/travel/lacartepcard.aspx>, Purchasing Policies, Rules and Regulations, Louisiana Statutes and/or Executive Orders <http://www.doa.la.gov/Pages/osp/Index.aspx>.
2. The purpose of a CBA is to provide a tool for agencies to purchase airfare, conference registrations and assist with payment of high dollar travel expenses only, as per current State Liability Travel Card and CBA Policy. Please realize that although other travel-related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic issued for a CBA to ensure that this will not impair his/her travel plans.
3. The account(s) are issued in the name of the agency and the agency program administrator is the primary point of contact for administering the accounts. The agency may designate an administrator/authorizer per account. Each administrator has the same duties, obligations and responsibilities as a cardholder, as outlined throughout this policy specifically. The contract travel agency must be notified of authorizers for each CBA account.
4. CBA account(s) shall have an overall card cycle limit determined by each of ULM's Group of Account Heads. These limits should reflect ULM's travel patterns. Therefore, these limits must be judiciously established by ULM and adhered to accordingly. The agency Program Administrator may establish a new or additional CBA account through Bank of America's on-line system, WORKS.
5. The CBA accounts are the direct liability of the State. Each agency is responsible for ensuring all accounts are paid timely and in full each month with ONE electronic funds transfer (EFT) to Bank of America.

6. CBA accounts do not allow issuance of a plastic card. These are referred to as ghost accounts. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the account.
7. The full CBA account number shall never be included in emails, fax, reports, memos, etc. If an account number is necessary, only the use of the last four or eight digits of the account number is allowed. However, Addendum No. 1 is now added as part of the current statewide Travel Card and CBA policy:

“The full Travel/CBA account number may be used for hotel bookings when necessary. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by the agency to ensure that the full account number is used in a secure environment with a valid hotel or hotel booking website.”

Allowable Travel Card Transactions

1. Airfare – Baggage Fees
2. State Contracted Travel Agency Fees
3. Registration for Conference/workshops – this card may not be used for membership dues
4. Hotel/Lodging
5. Rental Car
6. Parking – Only with hotel stay and combined on invoice and Park-N-Fly Parking
7. Internet Services – Only with hotel stay and combined on invoice
8. Shuttle Service – Only when pre-paid prior to trip and not for individual ground transportation during a business trip such as taxi, bus, etc. without approval from Office of State Travel.

RESPONSIBILITIES

A. PROGRAM ADMINISTRATOR RESPONSIBILITIES

1. Ensure that the program administrator is on mailing lists to stay abreast of program updates, sent via email.
2. Ensure that all information is distributed to the department head/supervisor, cardholders, CBA administrators, and approvers and any other personnel participating as deemed appropriate.
3. Ensure that each program participant signs the agreement form outlining their specific responsibilities and accountabilities of the program for each role annually.
4. Ensure all program participants receive a copy of their signed agreement form, along with a copy of web address for printing/reviewing all policies or a printed copy of the State Liability “LaCarte” Purchasing Card and State Liability Travel Card Policies as well as ULM’s internal purchasing card policy.
5. Ensure that the program card certification is taken and verified and that the program participant has achieved a passing grade of at least a 90 – at initial participation into program and then annually.
6. In the event of a declared emergency by the Governor, the program administrator will have the ability to change profiles as needed and in accordance with the statewide “LaCarte” Policy.
7. Monitoring of card status for cancellation of inactive cards after 12 months unless approved by OST. Must change profile to \$1 until card is needed.
8. Monitor abuse, whether intentional or non-intentional, to determine if the card should be cancelled, reported, investigated.
9. Maintain an active list of all cardholder names.
10. Monitor issuance of cards, ensuring prompt reconciliation of statements as outlined in state and ULM’s policies.
11. Ensure payment is made in full, timely each month to Bank of America.
12. Building ULM’s profiles, which includes, cardholder profile limits, single transaction limit, monthly transaction limit and MCC code allowances.
13. Ensure that all necessary approvals are obtained in accordance with the State’s Policy for the Office of State Travel when changing areas such as setting a single transaction limit over \$5000, and opening MCC codes which are listed as restricted/prohibited but only open MCCs which are “allowed”.

B. SUPERVISOR/APPROVER RESPONSIBILITIES

1. Obtain annual approver certification through the State’s online certification training program in which a passing grade of at least 90 must be obtained. (State’s Leo System)
2. Obtain agency program training and sign an Approver Agreement Form, annually, with originals given to ULM’S program administrator along with approver receiving a copy.
3. Obtain, review and understand the state and ULM policies and all applicable rules, regulations, policies, procedures, guidelines, statutes, executive orders and PPM49, if applicable.
4. Keep well informed of program updates as sent from ULM’s program administrators or anyone associated with the State Liability P-Card Program.
5. Ensure that a log is completed by each cardholder, that the log corresponds with the monthly billing statement and that the log and statement are signed by both approver and the cardholder.
6. Always submit approvals with all necessary documentation including complete line item descriptions where generic description is on receipts such as “general merchandise” (both paper and electronic) in a timely manner.

7. Ensure that supporting documentation, including the signed log or approved electronic log and signed statement, by both approver and the cardholder, along with any findings and justifications are sent to the program administrator and Controller's Office where the documentation will be maintained in one central location, in accordance with the state's requirements and the agency's policy.
8. Immediately report any fraud or misuse, whether actual, suspected or personal, charges to the agency program administrator, as well as, agency head and other personnel/agencies as required. An approver will participate in any disciplinary actions which may be deemed appropriate, if necessary.
9. Notify the program administrator immediately, upon separation, change in department/section or during extended leave, for any cardholders in which you are the approver.
10. Notify the program administrator when the approver or cardholder will be absent for an extended period of time. The cardholder's single transaction limit will be reduced to \$1. In case the approver is absent for an extended period of time, the department/group head may approve of the cardholder's transactions or another approval may be assigned.
11. Complete an exit review, with the cardholder, of the cardholder's transactions, supporting documentation and receipts, as well as, obtaining necessary signatures prior to departure.
12. Ensure the program administrator makes necessary changes to cancel the card and to remove approver as the employee's approver and/or employee from the list of cardholders for which approver is responsible when the employee departs ULM or his approval authority.
13. Ensure that either approver or the cardholder notifies the program administrator if card is lost, stolen or has fraudulent charges. Ensure the cardholder immediately notifies BOA as well.
14. Review, at a minimum annually, all cardholders which approver is designated as an approver along with profile limits to ensure appropriate utilization of the card and program intent. This will ensure that all cardholder's limits, MCC Codes, etc., are working properly for the cardholder. If limits or codes are not allowing the cardholder to perform his/her duties, then approver should contact the agency program administrator to make necessary adjustments.
15. Ensure that cardholder is never a final approver of his/her own monthly transactions.
16. Ensure each transaction, to the best of approver's knowledge:
 - a. Has an appropriate business purpose, fits the cardholder's business needs, and is audited including a review of all supporting documentation.
 - b. Is in compliance with all current purchasing rules and regulations, statutes, executive orders, policies and PPM49, if applicable.
 - c. Is in compliance with the ULM's policy and the State's Corporate Liability P-Card/CBA policy and CBA Policy, if applicable.
 - d. Does not include state tax.
 - e. Includes all required and complete documentation, including a detailed receipt, supporting the transaction and all documentation is scanned into Workflow and tied to the appropriate transactions.
 - f. Is not a duplication of personal request and/or reimbursements, if for travel related expenses.
 - g. Has been verified to ensure that each transaction has a receipt and the receipt's date, supporting documentation and documentation dates, along with the log dates, correspond with known business needs or trip allowances and dates, if applicable, and travel has been approved, along with program cycle dates (which begin the 6th of one month and ends the 5th of the following month).
 - h. Has been coded properly for payments.

17. Secure all assigned WORKS application User IDs and passwords. Never share User ID and passwords and/or leave the work area while logged into the system or leave log-in information lying in an unsecure area.
18. Understand that failure to properly fulfill responsibilities as a P-card approver could result, at a minimum, in the following:
 - a. Written counseling which would be placed in employee file for a minimum of 12 months.
 - b. Consultation with ULM program administrators, and possibly head of agency and internal audit section.
 - c. Disciplinary actions, up to and including termination of employment.
 - d. Legal actions, as allowed by the fullest extent of the law.

C. CARDHOLDER'S RESPONSIBILITIES

General Responsibilities

1. P-Card is to be used to acquire authorized materials and supplies under \$5,000.00 (to include shipping and handling charges), excluding taxes. The P-Card delegates the expenditure and purchasing authority for materials and supplies to the authorized cardholder. NOTE: Transaction limits are established by the appropriate Unit/Budget/Department Head and approved by the Program Administrator and the ULM Purchasing Department.
2. State sales tax IS NOT to be charged on card purchases. Cardholders should make every effort at the time of purchase to avoid being charged state sales tax. A good way to avoid sales and use taxes being charged is to show the Tax Exempt number included on the card. In the event state sales tax is charged, it is the cardholder's responsibility to have the vendor issue a credit to the cardholder's account.

Should taxes be included in a transaction and the cardholder fails to resolve the issue with the merchant, the cardholder is responsible for paying the taxes. The payment shall be made to LaCap with the delegated expenditure for which the transaction was made. The receipt for payment is forward to General Accounting Department in the Controller's Office.

3. Any unauthorized purchase or charges and/or overages as defined in PPM49 shall be the cardholder's responsibility. The payment shall be made to LaCap with the delegated expenditure for which the transaction was made. The receipt for payment is forward to General Accounting Department in the Controller's Office.
4. The P-Card remains the property of the Bank of America, NOT ULM and NOT the cardholder. It MAY NOT be transferred, assigned to, or used by anyone other than the designated cardholder.

Suspected use by other than the cardholder will result of the card being suspended for a billing cycle and an audit of the card.

5. If/when the cardholder separates from ULM, they will be required to surrender the P-Card to the ULM Purchasing Department. The cardholder will verify that the card has been reconciled with the cardholder's approver reviewing current transactions and log and ensuring that all documentation is accounted for and signed off on. If the cardholder has an online account with a merchant, the cardholder shall cancel the account before leaving ULM.
6. ULM retains the right to cancel a cardholder's privileges. Cards that are revoked for non-compliance with policies and procedures and/or Cardholder's Agreement must be turned in to the Purchasing Department. Cardholders may be subject to disciplinary action for noncompliance with policies and procedures.

7. Administrators for the CBA accounts will maintain records / approvals sufficient to reconcile the CBA statement to ensure it is paid timely by the State. Each CBA administrator and the approver is responsible for ensuring that documentation is adequate and sufficient to adhere to all rules, regulations, laws, statutes, policies, PPM49 guidelines and accounting guidelines for recording of expenditures. CBA administrators must have an approver who is a supervisor at least one level higher than the CBA administrators. CBA administrators are to follow all individual cardholder procedures, trainings and certifications, rules, regulations, guidelines, as outlined in this policy and the agency policy, including forwarding signed log or approved electronic log, by both administrator and approver, signed statement, by both administrator and approver, and supporting documentation to General Accounting Department in the Controller's Office for review and file maintenance.

OBTAINING A P-CARD/CBA

New cardholder requests and annual certifications for cardholders, CBA administrators, program administrators and cardholder approvers must take and receive a passing grade of at least 90 on the State's certification online training sessions as well as ULM's policies and procedure training class prior to release of a new, renewed State purchasing card, or assignment of any role for the program. Proof of course completion is required. The certificate which is available at the end of each course, should be sent to the program administrator in the Purchasing Office.

By signing the ULM's agreement form, you are acknowledging your responsibilities in regard to the program requirements, procedures and guidelines.

The Unit/Budget/Department Head must initiate a request for a card via the Cardholder Enrollment Form (see attachment) for each prospective cardholder under his/her jurisdiction. The cardholder must complete a State Program Agreement Form before a card is issued. The Unit/Budget/Department Head will:

- a. Assign spending limits per transaction; (Note: limits higher than \$5,000 must be approved by the Program Administrator)
- b. Assign spending limits per day/cycle;
- c. Ensure that the cardholder's ULM's email address matches the cardholder's name

The form is to be forwarded to the Program Administrator for final approval and processing.

After receiving new cards from BOA, the Program Administrator will contact the cardholder and provide training on the use of the card. The Cardholder will be required to provide the training certificate with a passing score of 90 to the Program Administrator before receiving and using the P-Card.

Card Use

The card may be used to purchase any eligible and authorized materials and supplies provided the transaction DOES NOT:

1. Exceed \$5,000.00 or cardholder's single purchase limit established by the Unit/Budget/Department Head and approved by the Program Administrator, including shipping and handling charges, excluding taxes;

Note: Executive Order BJ 2010-16, Small Purchase Procedures, Section # 6 states the following: In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

2. Fall within a restricted or prohibited merchant category;
3. Involve a purchase of one of the types listed in RESTRICTIONS ON CARD USE.

4. Travel merchants, including food merchants, are prohibited from individual employee use unless a request is made by an agency to support the use of travel and food merchants. The request, along with strict guidelines outlined in the agency policy in accordance with the current State Liability Travel Card and CBA Policy and current PPM49 guidelines, and the written approval by the Office of State Procurement is required prior to any travel expense being allowed on the P-Card.

If travel allowances are requested for individual employee use, only MCC allowances outlined in the State Liability Travel Card and CBA Policy will be allowed. CBA accounts may now be opened to allow all MCC Codes/Groups outlined in the current State Liability Travel Card and CBA Policy. Please refer to ULM's Travel Policy and Procedures. Please realize that although other travel related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic issued for a CBA to ensure that this will not impair his travel plans.

ULM is authorized to permit faculty and staff to utilize their personal credit cards for individual travel for airfare, lodging, conference registration fees, and out-of-state vehicle rental expenditures.

The university will continue to utilize the CBA account where appropriate and expand the uses of the CBA account and participation in the travel card program as follows:

- a. Use the CBA account for airfare for athletic travel, student groups, other group travel, prospective employees, and other visitors and also encourage the use for airfare for individual travel.
- b. Utilize the CBA account for lodging for group travel in athletics and other group travel whenever possible.
- c. Use direct bill account with Enterprise for in-state vehicle rentals. Payment will be with the CBA account.

The only travel exclusion which does not require Office of State Procurement's approval is rental car allowances. At the agency's discretion, cardholders are allowed to use their P-Card for in-state rentals at Enterprise Rent A Car (MCC Code 3405), and for out-of-state rentals at Enterprise Rent A Car (MCC Code 3405), National Car Rental (MCC Code 3393) and Hertz Car Rental (MCC Code 3357).

Any waiver to this policy will be considered on a case-by-case basis and should be in writing on the exemption request form and forwarded to the Office of State Travel for approval.

Card Misuse:

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.

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>. Employee must complete a discrepancy form and submit to the program administrator. <http://www.doa.louisiana.gov/osp/travel/forms/dispute.pdf>.

In the event that an agency/public post-secondary entity fails to comply with the requirements for participation in the P-card Program, the result of noncompliance may be removal from the P-Card/CBA Program.

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 has 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 at 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 ULM Internal Audit Department, Legislative Auditor and to the Director of the Office of State Purchasing.

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 that 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 of the procurement card. The counseling should be in writing and maintained in the employees 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 and the employee may not be eligible to receive another card through the State's programs.

P-CARD CYCLE

1. Vendors receive payment from Visa within two (2) business days of requesting payment for merchandise provided to ULM cardholders.
2. Each cardholder receives a monthly statement from the bank. The Cardholder must review the statement for appropriate charges, reconcile receipts to the statement, attach ALL receipts for each charge, sign the statement, and forward the statement to the General Accounting Department in the Controller's Office.
3. The statement must be reviewed and signed by the Unit/Budget/Department Head.
4. The University of Louisiana at Monroe remits electronic payment to the Bank of America by the twenty-fifth (25th) business day of each month.

ORDERING AND RECEIVING MATERIALS AND SUPPLIES

The cardholder is responsible for ensuring receipt of materials and resolving any receiving discrepancies or damaged goods issues. See procedures for Disputed and Questioned Items.

1. Ask vendor if he/she accepts VISA.
2. Card is to be used for purchases under the single transaction limit established for each cardholder. Require the vendor to calculate total value of order, including shipping/freight and handling charges if any, excluding taxes. If the total charge EXCEEDS the cardholder's single transaction limit, the card cannot be used. If the items are not Sole Source items, the merchandise will be put out for bid in accordance with the Revised Statutes of the State of Louisiana and the rules and regulations established by the State Purchasing Department.

IMPORTANT TO REMEMBER:

- a. Quantity purchases or purchases for a dollar amount which exceeds the cardholder's single transaction limit can ONLY be done through a competitive bid process. If a question exists or arises related to a request to purchase an item(s), please call Purchasing for clarification.

- b. Procurement requirements shall not be artificially divided so as to stay within the limits stated. If an artificial division for procurement is noted, you will be provided an opportunity to justify the matter prior to payroll withholding being implemented.
3. Obtain from each vendor a sales receipt or invoice which itemizes the order. Retain this documentation and submit with your monthly statement for reconciliation with the master statement.

ORDERS BY PHONE, VIA THE INTERNET OR MAIL ORDER:

1. Provide vendor with cardholder's name, ULM, department name and credit card number, tax exemption status, complete shipping instructions (street address with internal location such as building and room number).
2. Accounts that are set up with Amazon, PayPal, Ebay, etc. must be a business account or registration and must not be combined with an individual's personal account. The account must be set-up with cardholder's name, ULM, department name and credit card number, tax exemption status, complete shipping instructions (street address with internal location such as building and room number).
3. Instruct vendor:
 - a. that sales receipt, invoice or P-Card charge slip itemizing the order **MUST IDENTIFY** purchase as a VISA CARD PURCHASE. The sales receipt or P-Card charge slip may be included with the packing slip.
 - b. to send any sales receipt directly to you (the cardholder placing the order), **NOT TO THE CONTROLLER'S OFFICE OR PURCHASING DEPARTMENT**. Doing this will avoid the possibility of duplicate payments.
 - c. vendor to ship the package to the specific building and room number. The shipment should be made to the attention of the cardholder who is placing the order.

IF APPROVAL IS DENIED

1. Never allow a merchant to continue to swipe a card if it does not work the first swipe.
2. If a vendor advises you the card approval has been denied, it is most likely a violation of one of the established levels of authority checks.

EXAMPLES:

- a. the purchase exceeds your single purchase limit.
- b. the purchase is a violation of Merchant/Vendor Group/Spending Category code or a Merchant/Vendor Category Code to which access is prohibited.
3. The vendor 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 Program Administrator.

To see why a card is declining, in Works on the home page move cursor to the right of the last four digits, click the down arrow, the click on view auth log. Be sure to send the Program Administrator the declining reason for documentation.

RECONCILIATION AND APPROVAL PROCESS

1. The primary responsibility for the reconciliation and approval process rests with the cardholder.
2. Cardholder is responsible for ensuring receipt of materials and resolving any receiving discrepancies or damaged goods issues.
3. Each cardholder will receive a monthly statement within approximately 5 business days of the close of the billing cycle. If the cardholder statement is not received timely, the cardholder must notify the program administrator immediately so that a statement can be obtained for reconciliation purposes. In the Works Workflow online system, a paper billing statement is not required to review and approve the transactions. Transactions are available for processing online as soon as the transaction posts to the online site.
 - a. Cardholder must compare the transaction(s) on the statement as to date, vendor and amount by matching with the actual sales receipts, credit card slips, etc. (supporting documentation) and using the Works Workflow online system and the documentation obtained from the vendor. The cardholder must scan all supporting documentation, receipts, etc., into Workflow and tie each scan to the applicable transaction. When the cardholder approves a transaction online, his signoff moves the transaction to the queue of their approver.
 - b. The immediate supervisor approver, who is to be at least one level higher than cardholder, must review the information and documentation entered and scanned into Workflow, and submitted by the cardholder. The approver, who should be an immediate supervisor and at least one level higher than the cardholder, must verify that acceptable complete documentation exists (both paper and un-editable electronic,) to support each purchase, service and/or credit, verify that purchases are for official state business, and that purchases/services complies with any current Purchasing Policies, Rules and Regulations, Louisiana Statutes, Executive Orders, State Corporate Liability “LaCarte” Purchasing Card Policy, State Liability Travel Card and CBA Policy and/or PPM49, if applicable, as all must be followed during the use of the “LaCarte” Purchasing Card and this policy. The immediate supervisor approver must sign the P-Card statement certifying his review and approval. While multiple transactions can be signed off at one time by selecting more than one transaction, it is the Approver’s responsibility to verify the validity of each transaction. The cardholder shall never be the final approver of his own monthly P-Card log/online transactions. All supporting documentation, including the signed log or approved electronic log and signed memo statement, by both cardholder and approver, along with any findings and justifications, must then be forwarded to General Accounting Department in the Controller’s Office for review and maintenance of the file.

Cardholder is to attach to the statement supporting documentation for all transactions listed. A STATEMENT OF DISPUTED ITEM, if applicable, is also to be attached.

- c. Those signatures will be certification by the signers that all charges represent accurate and valid University expenditures. A copy of the statement is to be retained by the cardholder.
4. Cardholder is to submit statement with supporting documentation to General Accounting Department in the Controller’s Office not later than ten (10) days after receipt of the monthly statement. Statements not received within fifteen (15) days may result in cancellation of card.

Here is what you will need to do as soon as your monthly statement arrives:

- A. Upon receipt of the statement, please attach all **ORIGINAL** receipts or invoices to the statement. If you have purchased something online, such as from Amazon.com or Office Depot online, then you should receive a conformation e-mail from that vendor, or have the ability to print out an invoice, you

must attach a printout and/or e-mail for online purchases. We require that you provide the original cash register receipt; however, we understand that accidents can happen. In the event the receipt is lost, etc., a copy must be faxed **DIRECTLY TO THE CONTROLLER'S OFFICE to 318-342-5103 from the merchant**. Also, please make sure the receipt/invoice details the item(s) purchased. In the event that a business uses credit card machines that only list the total charged to the card, please be sure that they give you a detailed or itemized receipt.

- B. Next, please list the Banner FOP Index and expense account codes to which you would like the purchases charged. Please indicate either the Index and 6-digit account number, OR the Fund, Orgn, and 6-digit expense account number. Keep in mind that we cannot code anything to a '000' code, such as 703000 or 704000. Instead, you should use an account code for Office Supplies (704100), Other Operating (704260) and so on. Please use these account codes! You can have multiple codes per receipt. For example, if you bought pens (Office Supplies) and an ink cartridge (Printer Supplies, etc.) on the same receipt, you can code those to their respective expense account codes. The Index (FOP) and Expense Account codes are linked to the web from our Controller's Office web site, for your convenience <http://www.ulm.edu/controller/>.
- C. Finally, please sign the statement and have your manager (who you report to) sign the manager's signature line. If you are the head of your department, usually a vice president, CBO, or someone of that nature, will be your manager's signature.

After all of this is completed, please send or bring it to General Accounting Department in the Controller's Office. **The signed statement and receipts need to be received by the Controller's Office WITHIN 10 DAYS OF THE STATEMENT CLOSING DATE (the 5th of each month). Your delayed actions affect not only you the user but also the university's use of the program.**

Please keep in mind that the policy states that **NO FOOD OR DRINK** items may be purchased with the card, ***unless prior permission has been obtained from the state through the Program Administrator***. Also, the University is **TAX EXEMPT** and it is the **CARDHOLDER'S RESPONSIBILITY** to make sure that **sales taxes are NOT charged** for purchases made with the P-card. If this does happen, you can usually return to the business and provide the tax-exempt ID, and they will credit the taxes back. (The tax number should be on the back of your card.) **You are personally liable for any tax if the business does not credit it back to the card.** Please include receipts for all credits as well.

5. Personal expenses charged on card ARE NOT ALLOWABLE. Violation may cause cancellation of card and/or disciplinary action up to and including dismissal.

DISPUTED AND QUESTIONED ITEMS

1. Cardholder is responsible for settling any disputes, clearing erroneous charges, and requesting credit for returned merchandise directly with the vendor.
2. Cardholder is to contact the vendor to resolve any outstanding issues. Most billing problems can be resolved expeditiously in this manner.
3. If cardholder is unable to reach an agreement with the vendor, the cardholder must obtain Bank of America's Form "STATEMENT OF DISPUTED ITEM" from the Purchasing Department. The form, upon completion, must be submitted and forwarded to the Purchasing Department. Bank of America will 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.

4. Cardholder is to indicate on statement that an item is in dispute and attach a copy of the “STATEMENT OF DISPUTED ITEM”.
5. The Program Administrator will forward STATEMENT OF DISPUTED ITEM(s) to Bank of America and assist cardholder in resolving disputes to ensure proper credit is given on subsequent statements.

LOST OR STOLEN CARDS

1. Cardholder **MUST** report any lost or stolen cards immediately to the Bank of America by phone and then notify the Program Administrator. The bank will immediately cancel the card and forward a replacement card within three (3) to five (5) business days.

To report lost or stolen cards, cardholder **MUST** call:

Bank of America – 888 449 2273

Program Administrator – 318-342-5141 or 318-342-5209

THE UNIVERSITY OF LOUISIANA AT MONROE
“LA CARTE” PURCHASING CARD
RESTRICTIONS ON CARD USE

IMPORTANT TO REMEMBER:

- A. Quantity purchases or purchases for a sum which exceeds the cardholder’s single transaction limit of \$5,000 can only be done through competitive bids. When a request for purchase of an item is questionable you should contact the Purchasing Department for clarification prior to making a purchase.

It is required that both the user and approval sign off before balances replenish for the billing cycle. Billing cycle is the 6th of the month to the 5th of the following month.

- B. Procurement requirements shall not be artificially divided as a means of appearing to stay within the limits stated.

The P-Card MAY NOT BE USED for the following purchases...

1. Alcoholic beverages
2. Cash advances – cash instruments, cash refunds
3. Consultants and speakers fees/honorariums
4. **State Contract purchases** (purchases must be reported to state)
5. Controlled substances (prescription drugs, narcotics, etc)
6. Entertainment costs – ski tickets, tours, etc.
7. Food and meals except as noted below
8. Gift Cards/Gift Certificates
9. Personal purchases
10. 1099 Reportable Vendors

The cardholder SHALL...

1. Assure that P-Card transactions are not split in order to circumvent the bid limit;
2. Assure that all items purchased are required for bona fide University purposes (no personal expenses);
3. Assure that prices paid are fair and reasonable;
4. Notify the vendor that purchase, being made in the name of the University, is exempt from state and local taxes;
5. Obtain detailed (itemized) transaction receipts from vendor each time P-Card is used;
6. Assure that all items ordered are received (no back orders allowable);
7. Assure that items ordered by phone are received;
8. Assume personal responsibility for all purchases made with card;
9. Assure that ALL information provided is correct in all respects, to include total purchase amount inclusive of any shipping, handling, postage, freight, etc. charges.

NOTE: The only food purchases that are authorized for purchase with the P-Card are those that involve purchases by the President to be used for entertaining guests at the Bon-Aire University Residence; for purchases for the Conference Center; or for purchases used for an academic purpose, i.e. Child Development Center, props for theater use or for use in physical or occupational therapy environments. Other exceptions may be granted by the Program Administrator as needed.

THE UNIVERSITY OF LOUISIANA AT MONROE
“LA CARTE” PURCHASING CARD

MERCHANDISE RETURNS & EXCHANGES

1. The cardholder is responsible for contacting the vendor when merchandise purchased with the card is not acceptable (incorrect, damaged, defective, etc.) and arranging for the return for credit or exchange.
2. The cardholder will work with the vendor and should retain boxes, containers, special packaging, packing slips and other related information until they are certain the merchandise is acceptable.
3. If the merchandise is to be exchanged, the cardholder is responsible for returning the merchandise to the vendor and obtaining a replacement as soon as possible. Documentation of the resolution of the exchange is to be retained with the support document of that purchase.
4. If the merchandise is returned in person, the cardholder is responsible for obtaining a credit receipt from the vendor and retaining the receipt with support documentation. If the merchandise is shipped back to the vendor, cardholder is to prepare package according to vendor instructions and retain shipping documents until vendor issues credit or exchanges merchandise.
5. Vendor must issue credit to the card. **RECEIVING CASH OR CHECKS TO RESOLVE A CREDIT IS PROHIBITED.**

BACK ORDERS

Back orders are not allowed. Should you be notified of an order to be shipped at a later date, cancel the order and make the purchase by other means. This can be using personal credit card and be reimburse or entering a requisition for a purchase order.

ONLINE TRAINING – REQUIRED TO MAINTAIN A P-CARD/CBA ACCOUNT

In regards to the annual training certification for all P-Card and Travel Card Program participants, all training courses for participants are available in LEO > My Training, which is the same system where you find other mandated type courses, such as Ethics, Sexual Harassment or ORM's Defensive Driving.
<https://leo.doa.louisiana.gov/irj/portal>.

The courses will remain available at all times for you to reference, as well as for new cardholders, approvers or change in program administrators to take.

Proof of course completion will appear on the employee's Training Transcript, available in LEO, as well as on other training-related reports such as the Qualification Report. ULM requires that the certificate, available at the end of each course, be sent to the program administrator(s) to show proof that the applicable certification class was taken and passed with at least a 90% score in order for a cardholder to continue to possess a card or to continue to be designated as an approver or program administrator for either program.

Available courses are listed as follows:

OSP "LaCarte" P-Card Cert for Cardholders
OSP "LaCarte" P-Card Cert for Approvers
OSP "LaCarte" P-Card Cert for Prog Admins

OSP Travel Card Cert for Cardholders
OSP Travel Card Cert for Approvers
OSP Travel Card Cert for Prog Admins

Note: It is imperative that the correct classes are taken depending on the program and the roles in which you participate.

Training for use of the Bank of America Works Workflow will be given to card user once the card is received. Online training manuals are available on the Purchasing Web-site and the program administrator is available for any help.

**THE UNIVERSITY OF LOUISIANA AT MONROE
LA CARTE PURCHASING CARD/CBA
CARDHOLDER ENROLLMENT FORM**

_____ New _____ Change _____ Delete/Close/Cardholder

SECTION I - To be completed by unit/budget head/approver

Name (limit 26 spaces) _____

Employee's Campus Wide ID (CWID) _____

Parent Group Name
(VP Academic Affairs, etc.) _____

Group Department/Section Name
(College of Pharmacy, etc.) _____

Office Mailing Address _____

City/State _____ LA

Business Phone No. (including area code) _____

ULM E-mail Address Only _____

Cardholder Authorization Parameters

Single Transaction Limit \$ _____ (MAX. \$5,000.00 unless approval
for a higher limit is granted by the Program Director)

Spending Limit Per Cycle \$ _____ (6th to 5th each month)

Does cardholder require access to reports? _____ (yes/no)

Job Title/Duties/responsibilities _____ (please initial)

Approval for the above cardholder _____

I approve the above named individual for a P-Card. _____

Unit/Budget/Department Head Signature _____ *Typed or Printed Name*
DATE _____

Cardholder's Signature _____

SECTION II - To be completed by Program Administrator (Purchasing Department)...

Default Account Number

HIERARCHY	Level 1	State of Louisiana	<u>5511616</u>
	Level 2	NON-ISIS Agencies	<u>0000002</u>
	Level 3	ULM	<u>6602945</u>

APPROVED BY _____
PROGRAM ADMINISTRATOR

DATE _____



STATE OF LOUISIANA
STATE LIABILITY "LaCarte" PURCHASING AND CBA PROGRAM
CARDHOLDER AGREEMENT FORM

As a cardholder of the State Liability "LaCarte" Purchasing Card and CBA Program for The University of Louisiana at Monroe, I am accepting responsibility for the assurance that all charges against the card were properly charged for legitimate State of Louisiana business needs as **initialed** and outlined in this agreement. I agree that I have read and completely understand each purchase is to be in accordance with all purchasing rules and regulations, statutes, executive orders and PPM49, if applicable, and all state and agency policies.

I further agree:

- As a cardholder, to accept responsibilities listed, obtain, understand and comply with all state and agency policy requirements, responsibilities and procedures, PPM49, all purchasing rules, regulations, statutes and executive orders in regards to the State Liability "LaCarte" Purchasing Card and CBA Program.
- As a cardholder, to ensure that every transaction complies, with the terms and conditions of this agreement, the State's Purchasing Card and CBA Policy, my agency policies, all purchasing rules, regulations, statutes and executive orders and State Liability Travel Card Policy and PPM49, if applicable.
- As a cardholder, to ensure that I received a copy of, or provided a link, for download, of all state and agency policies, rules, regulations and procedures applicable to the State Liability "LaCarte" Purchasing Card and CBA program and have read and understood all.
- As a cardholder, to sign the Cardholder Agreement Form, annually, acknowledging responsibilities associated with the State Liability P-Card Program. The original will be given to agency program administrator and I will receive a copy for myself.
- As a cardholder, to obtain annual cardholder certification through the State's online certification training program with a passing grade of at least 90.
- As a cardholder, to secure all assigned WORKS application User IDs and passwords. To never share User ID and passwords and/or leave work area while logged into the system or leave log-in information in an unsecure area.
- As a cardholder, to ensure that I will keep well informed of program updates from the agency program administrators or anyone associated with the State Liability "LaCarte" Purchasing Card Program.

- As a cardholder, I understand that a card will only remain active, if used in a 12 month period. I understand that if dormant for twelve months, justification and approval from the Office of State Travel would have to be given to continue to possess a card.
- As a cardholder, to ensure that all online accounts, such as Amazon, PayPal, EBay, etc., if necessary and allowed by my agency, has a standalone business account or registration and is not combined with any individual personal account. By doing this, it will allow the agency access to view the accounts online while verifying that all purchases were business related, email receipts were not altered and that all purchases are being delivered directly to the agency.
- As a cardholder, to immediately notify the agency's program administrator or approver upon separation, change in department/section or during extended leave, ensuring that proper procedures, as outlined in the agency policy, are being followed and card is returned to the program administrator to cancel and destroy.
- As a cardholder, to complete all necessary monthly requirements in accordance with my agency's internal policy if I am absent or on extended leave during a reconciliation process.
- As a cardholder, to complete exit procedures including providing and reviewing current transactions with my approver/supervisor and/or program administrator, verifying that all necessary supporting documents, receipts and required signatures has been provided.
- As a cardholder, to immediately notify the agency's program administrator if the card is lost, stolen or has fraudulent charges to immediately report to Bank of America.
- As a cardholder, to monitor abuse whether intentional or non-intentional. I understand, depending on the findings, management, law enforcement, any appropriate personnel and the Office of State Travel will be notified, if applicable.
- As a cardholder, to immediately report any fraud or misuse, whether actual, suspected, or for personal non-business related purchases to the agency's program administrator as well as the head of the agency, and other personnel/agencies as required. I agree to any disciplinary actions, as outlined in my agency policy which may be deemed appropriate.
- As a cardholder, I acknowledge that any recognized or suspected misuse of the P-Card program 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 I may visit <http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>
- As a cardholder, to notify the agency program administrator if I have not received the monthly memo statement timely, this is normally around the 12th of the month.
- As a cardholder, to ensure transactions do not include state sales tax, as transactions are state tax exempt.

- As a cardholder, to ensure that each transaction has an appropriate business purpose and need for state business purchase, that all approvals were obtained for the purchase, that each transaction has a receipt, appropriate supporting documentation and each transaction's supporting documentation is scanned into Workflow and tied to each applicable transaction, once agency has been implemented into Workflow. In the event that a transaction is being investigated, I fully understand that I must explain and justify any transaction being questioned.
- As a cardholder, to ensure that no transaction is a duplication of a personal request and/or reimbursements through the individual travel reimbursement process (travel expense form or travel system), and in accordance with PPM49, if applicable.
- As a cardholder, I will understand and will be responsible for state, city and parish tax reimbursements to applicable hotel, city, parish and/or State to handle hotel charges which are not allowed but were charged resulting in an unauthorized tax exemption.
- As a cardholder, to ensure that every transaction has a receipt and receipt's date is verified, ensure amount is correct and within PPM49 allowance, if applicable and the receipt date is accurate and matches a legitimate business purchase and need and/or approved business trip allowance and dates. (travel authorization form or travel system), if applicable
- As a cardholder, to ensure the P-Card log has a complete description of each purchase charged to the program if the receipt does not contain an adequate description, both on paper or electronic in Workflow, once agency has been implemented.
- As a cardholder, to ensure transactions have been coded properly, if applicable, for payments as outlined in the agency policy and procedures and as required in Workflow for ISIS and LaGov interfaced agencies, once agency has been implemented into Workflow.
- As a cardholder, to ensure that my email address is my State of Louisiana business email address and that my name and my email address match in Workflow.
- As a cardholder, to ensure that I am NEVER the final approver of my own monthly transactions.
- As a cardholder, to ensure the P-Card log, all receipts/supporting documentation and the monthly statement coincides.
- As a cardholder, to ensure that once my reconciliation/approval/accounting codes are verified and completed, all receipts, supporting documentation, cardholder log and monthly statement with both mine and my approver's signature, findings and justifications, are forwarded to the agency's fiscal office for review and maintenance of the files, in a timely manner and in accordance with all agency policy requirements.
- As a cardholder, that I may never use the State P-Card for personal or non-business purchases.
P-Card is for state business use only.

- As a cardholder, that I may never loan the card to anyone for use.
- As a cardholder, to ensure that all required transaction documentation, (both paper and un-editable electronic format, (once Workflow has been implemented), special approvals, etc., is timely and in accordance with the agency's internal policy. Every transaction must have a receipt with a full description, not a generic description such as "general merchandise" or item should be fully documented/described elsewhere. (both paper and un-editable electronic format, once Workflow has been implemented)
- As a cardholder, that I may not exceed \$5,000 per contract per day.
- As a cardholder, that I may never include full P-Card account number in emails, fax, reports, memos, etc.
- As a cardholder, that I may never attempt to access cash, as cash is not allowed through this program.
- As a cardholder, that I may never accept cash in lieu of a credit to the P-Card account.
- As a cardholder, that I may never place incidentals on State P-Card without Office of State Travel/agency prior approvals, if applicable.
- As a cardholder, that I may never purchase gift cards or gift certificates on the State P-Card.
- As a cardholder, that I must never use P-Card for alcohol, food or entertainment services without prior approval from Office of State Travel/agency.
- As a cardholder, that I must present a personal credit card when checking into a hotel to cover any incidentals.
- As a cardholder, that I should never use the P-Card for fuel or vehicle maintenance if the agency is part of the Fuel Card and Maintenance Contract. If I am in a geographical location where the contract is not covered, I may use P-Card to purchase gasoline, but only for a rental or state owned vehicle, never for a personal vehicle.
- As a cardholder, that I must never use the P-Card to avoid procurement or payment procedures.
- As a cardholder, that I have obtained agency program training.
- As a cardholder, that I must never make a payment directly to the bank if unauthorized charges or accidental personal charges are placed on the card. If this should happen I must immediately contact the agency program administrator.
- As a cardholder, that I must immediately notify Bank of America and the agency program administration if fraudulent charges are noticed on the State P-Card.

- As a cardholder, I should always notify my approver or the agency program administrator if higher or lower limits are necessary to perform duties.
- As a cardholder, I understand that failure to properly fulfill my responsibilities, or in the case of willful and negligent default of my obligations, as a P-Card cardholder, could result, at a minimum, in the following:
 - Written counseling which would be placed in my employee file for a minimum of 12 months.
 - Reimbursements to my agency and/or deduction for any unauthorized charges and allowance overages until all unauthorized charges are paid in full.
 - Any remedy for recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
 - Cancellation of P-Card. Once card is cancelled I will not be allowed to receive a new card for the state's program.
 - Consultation with agency program administrator, and possibly head of the agency and internal auditor section.
 - Disciplinary actions, up to and including termination of employment.
 - Legal actions, as allowed by the fullest extent of the law.

I have read and understand all my responsibilities as initialed above, along with all guidelines, policies and procedures, rules and regulations, PPM49, statutes and executive orders, if applicable, associated with the State Liability "LaCarte" Purchasing and CBA Program.

Cardholder Name (please print): _____

Cardholder Signature: _____

Cardholder Agency/Section/Department Name: _____

Cardholder Title: _____

Cardholder Email Address: _____

Cardholder Phone Number: _____

Cardholder Fax Number: _____

Date: _____



STATE OF LOUISIANA
STATE LIABILITY "LaCarte" PURCHASING AND CBA PROGRAM
APPROVER AGREEMENT FORM

As a designated cardholder approver of the State of Louisiana "LaCarte" Purchasing Card and CBA Program for The University of Louisiana at Monroe, I am accepting responsibility for the assurance that all charges against the card which I am approving, to the best of my knowledge, were properly charged for legitimate State of Louisiana business needs and travel as **initialed** and outlined in this agreement, and are in accordance with all purchasing rules and regulations, statutes, executive orders and PPM49, if applicable, and all state and agency policies, which I have read and completely understand.

I further agree:

- In addition to the responsibilities listed, obtain, understand and comply with all state and agency policy requirements, responsibilities and procedures, PPM49, all purchasing rules, regulations, statutes and executive orders in regards to the State Liability "LaCarte" Purchasing Card and CBA Program.
- To ensure that cardholder's state/agency contract purchases do not exceed \$5,000 per day/per contract.
- To ensure that every transaction complies with the terms and conditions of this agreement, the State's Purchasing Card and CBA Policy, my agency policies, all purchasing rules, regulations, statutes and executive orders and State Liability Travel Card Policy and PPM49, if applicable.
- To obtain agency program training and sign an Approver Agreement Form, annually, acknowledging responsibilities associated with the State liability P-Card Program, with originals given to agency program administrator and will receive a copy for myself.
- To obtain annual approver certification through the State's online certification training program with a passing grade of at least 90.
- To ensure that any card requested be for an employee with a need for a card and not an automatic process.
- To secure all assigned WORKS application User IDs and passwords. Never sharing User ID and passwords and/or leaving work area while logged into the system or leaving log-in information in an unsecure area.

- To ensure that I will keep well informed of program updates from the agency program administrators or anyone associated with the State Liability "LaCarte" Purchasing Card Program.
- To ensure that all online accounts, such as Amazon, PayPal, eBay, etc., if necessary and allowed for use by an employee, have a standalone business account or registration and is not combined with an individual's personal account. By doing this, it will allow me/agency access to view the accounts online while verifying that all purchases were business related, email receipts were not altered and that all purchases are being delivered directly to the agency.
- To immediately notify the agency's program administrator upon separation, change in department/section or during extended leave for any cardholders for which I am responsible. Ensuring that proper procedures, as outlined in the agency policy, are being followed regarding how to handle approvals properly, etc.
- To complete exit procedures including collecting and returning card to program administrator, upon termination of the employee. Exit procedures include a review by the cardholder, supervisor and/or program administrator of all current charges on the account, verifying that all necessary supporting documents, receipts and required signatures have been obtained.
- To ensure that the P-Card is retrieved from the employee upon separation or change in department/section; returning card to the agency program administrator. Ensure that agency program administrator makes necessary changes to cancel the card and to remove me as the employee's approver and/or employee from my list of cardholders for which I am responsible.
- To immediately notify the agency's program administrator if the card is lost, stolen or has fraudulent charges and to direct the cardholder to immediately report to Bank of America.
- To ensure that, at a minimum, annually, I will review cardholders and cardholder's limits for all that I am an approver, to ensure appropriate utilization of the card and program intent and that a file is maintained showing compliance with this requirement. Review will also include cardholders limits, MCC Codes, etc., making certain that the card is working properly for the cardholder. If limits or codes are not allowing the cardholder to perform duties, I will contact the agency program administrator to make necessary adjustments.
- To immediately report any fraud or misuse, whether actual, suspected, or for personal non-business related purchases to the agency program administrator as well as the head of the agency, and other personnel/agencies as required. I agree to participate in any disciplinary actions which may be deemed appropriate, if necessary.
- To acknowledge that any recognized or suspected misuse of the P-Card program 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 you may visit <http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>

- To educate my cardholders that monthly memo statements should be received around the 10th of the month, and if it is not, they should notify me and/or the agency program administrator.
- To ensure transactions do not include State sales tax.
- To ensure, to the best of my knowledge, that each approved transaction have an appropriate business purpose and need for state business purchase, that each transaction has a receipt and appropriate supporting documentation and each transaction's supporting documentation is scanned into Workflow, once the agency has been implemented, tied to each applicable transaction and that the paper documents match what was scanned into Workflow. In the event that a transaction is being investigated, the cardholder must explain and justify the transaction being questioned.
- To ensure that every transaction is not a duplication of a personal request and/or reimbursements through the individual travel reimbursement process (travel expense form or travel system), if applicable.
- To ensure that every transaction has a receipt, receipt's date is verified to ensure the amount is correct and within PPM49 allowance, if applicable, and that the receipt date is accurate and matches a legitimate business purchase and need and/or known business trip allowance and dates. (travel authorization form or travel system), if applicable
- To ensure the P-Card log has a complete description of each purchase charged to the program if the receipt does not contain an adequate description, both on paper or electronic, once the agency has been implemented into Workflow.
- To ensure transactions have been coded properly, if applicable, for payments as outlined in the agency policy and procedures and as required in Workflow for ISIS and LaGov interfaced agencies, once Workflow implementation is completed.
- To ensure that each cardholder's email address is the State of Louisiana business email address and that the cardholder and cardholder's email address match in Workflow, once the agency has been implemented into Workflow.
- To ensure that a cardholder is NEVER the final approver of his own monthly transactions.
- Ensure the P-Card log, all receipts/supporting documentation, monthly statement and scanned documentation, once your agency has been implemented into Workflow, coincides.
- To ensure that all audits/approvals/accounting codes are verified and completed timely for proper payment and forwarded to the agency fiscal section for review and file maintenance, as outlined in the agency policies.
- To ensure that, once my audits are complete, all receipts, supporting documentation, cardholder log and monthly statement with both cardholder and my signature, findings and

justifications, are forwarded to the agency's fiscal office for review and maintenance of the files, in a timely manner and in accordance with all agency policy requirements.

AS AN APPROVER, I RECOGNIZE THE RESPONSIBILITIES OF CARDHOLDERS ARE SUCH:

- Cardholder must never use the State P-Card for personal or non-business purchases. P-Card is for State business use only.
- Cardholder must never loan the card to anyone for use.
- Cardholder is to ensure that all required transaction documentation, both paper and un-editable electronic format, (once Workflow has been implemented), special approvals, etc., are timely and in accordance with their agency's internal policy. Every transaction must have a receipt with a full description, not a generic description such as "general merchandise" or item should be fully documented/described elsewhere (both paper and un-editable electronic format, (once Workflow has been implemented). Failure to do so should result in cancellation of P-Card. All paper supporting documentation, including the signed P-Card log or approved electronic log and signed memo statement, along with any findings and justifications are to be scanned into Workflow and tied to each applicable transaction, will be sent to the supervisor/approver for required audit and signatures, and to be forwarded to the agency's fiscal office for review and file maintenance.
- Cardholders may not exceed \$5,000 per contract per day.
- Cardholder must never include full P-Card account number in emails, fax, reports, memos, etc.
- Cardholder must never attempt to access cash.
- Cardholder must never accept cash in lieu of a credit to the P-Card account.
- Cardholder must never place incidentals on State P-Card without Office of State Travel/agency prior approvals, if applicable.
- Cardholders must never purchase gift cards or gift certificates on their State P-Card.
- Cardholder must never use P-Card for alcohol, food or entertainment services without prior approval from Office of State Travel/agency.
- Cardholder must present a personal credit card when checking into a hotel to cover any incidentals, if applicable.
- Cardholder should never use P-Card for fuel or vehicle maintenance if the agency is part of the Fuel Card and Maintenance Contract. If cardholder is in a geographical location where the contract is not covered, cardholder may use P-Card to purchase gasoline, but only for a rental or state owned vehicle, never for a personal vehicle.

- Cardholder must never use P-Card to avoid procurement or payment procedures.
- Cardholder must obtain agency program training and sign a Cardholder Agreement Form, annually, with originals given to agency program administrator along with cardholder receiving a copy.
- Cardholder must obtain annual cardholder certification through the State's online certification training program with a passing grade of at least 90.
- Cardholder must secure all assigned WORKS application User IDs and passwords. Never share a User ID and passwords and/or leave a work area while logged into the system or leave log-in information in an unsecure area.
- Cardholder must never make a payment directly to the bank if unauthorized charges or accidental personal charges are placed on the card. They should immediately contact the agency program administrator.
- Cardholder must immediately notify approver, Bank of America and the agency program administrators if fraudulent charges are noticed on the State P-Card.
- Cardholder should always notify approver or the agency program administrator if higher or lower limits are necessary to perform duties.
- Cardholder must immediately notify Bank of America, approver and the agency program administrator if the P-Card is lost or stolen.
- Cardholder is to submit signed P-Card log and monthly statement, both signed, along with all supporting documentation for audit so that approver may forward to the agency fiscal office upon approval.
- I understand that failure to properly fulfill my responsibilities as a P-Card approver could result, at a minimum, in the following:
 - Written counseling which would be placed in my employee file for a minimum of 12 months.
 - Consultation with agency program administrator, and possibly head of the agency and Internal Auditor.
 - Disciplinary actions, up to and including termination of employment.
 - Legal actions, as allowed by the fullest extent of the law.

I have read and understand all my responsibilities as initialed above, along with all guidelines, policies and procedures, rules and regulations, PPM49, statutes and executive orders, if applicable, associated with the State Liability "LaCarte" Purchasing and CBA Program.

Approver (please print): _____

Approver Signature: _____

Approver's Agency/Section/Department Name: _____

Approver's Title: _____

Approver's Email Address: _____

Approver's Phone Number: _____

Approver's Fax Number: _____

Date: _____

I am responsible for the following cardholders:

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____

Cardholder Name: _____



STATE OF LOUISIANA
STATE LIABILITY "LaCarte" PURCHASING AND CBA
PROGRAM ADMINISTRATOR AGREEMENT FORM

As an agency program administrator of the State of Louisiana "LaCarte" Purchasing Card and CBA Program for The University of Louisiana at Monroe, I am accepting responsibility for the management of the purchasing card program, for the agency listed above, as outlined in this agreement and which I have initialed by all. I have read and completely understand any and all relevant rules, regulations, State and agency policies.

I further agree:

- In addition to the responsibilities listed, to administer and comply with all State and agency policy requirements, responsibilities and procedures, all purchasing rules, regulations, statutes, executive orders, State Liability Travel Card and CBA Policy and PPM49, if applicable, in regards to the State Liability "LaCarte" Purchasing Card and CBA Program.
- To ensure that I, or someone designated by my agency, has developed policies documenting all internal procedures and allowances along with ensuring that they are in accordance with the guidelines of the State Liability "LaCarte" Purchasing Card/CBA Policy. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will update the agency policy as necessary with changes/additions which may occur in the agency's internal procedures and/or State's Liability "LaCarte" Purchasing Card/CBA Policy including updating of MCC Codes, as necessary, when provided by the Office of State Purchasing and Travel and Bank of America and notifying all program participants i.e. cardholders, management, approvers other program administration, CBA administrator, etc. of these policies and changes. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will establish procedures, as part of exit paperwork, for the program administrator or cardholder approver to collect, review current charges, supporting documentation, receipts and required signatures along with return of the card to the program administrator for cancellation and removal of the cardholder from the approver's list of cards in which they are responsible. If this is not you, please indicate who in your agency is responsible _____
- To ensure that upon separation or change in section/department, that all cards are returned to one of the agency program administrators to be cancelled and destroyed.

- To ensure that I, or someone designated by my agency, will specifically address, in the agency policy, how an employee's absence during approval of transactions will be handled especially when utilizing the Works Workflow system, once agency has been implemented, or through a manual process. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will establish, in the agency policy, procedures for reducing Purchasing Card profiles to \$1 limits or suspending the card during an extended absence until the cardholder returns to reduce fraud risks. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will establish, in the agency policy, and enforce personnel policies to discipline employees in the event of abuse or failure to comply with established guidelines. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will develop, in the agency policy, procedures for recovering of unauthorized charges and/or overage of allowances as defined in PPM49. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will develop, in the agency policy, procedures for travel allowances in accordance with PPM49, State Liability Travel and State Liability Purchasing Card policy, if requested by your agency and approved by the Office of State Purchasing and Travel. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will develop, in the agency policy, procedures for cardholder reimbursement and responsibility for State, city and parish tax reimbursements to applicable hotel, city, parish and/or State to handle hotel charges which are not allowed but were charged resulting in an unauthorized tax exemption. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will develop, in the agency policy, procedures for online accounts, such as Amazon, PayPal, EBay, etc. These types of accounts, if necessary and allowed for use by an employee, must have a standalone business account or registration and must not be combined with an individual's personal account. By doing this, it allows the agency access to view the accounts online while verifying that all purchases were business related, email receipts were not altered and that all purchases are being delivered directly to your agency. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will develop a purchasing card log used to assist in reconciliation process. If this is not you, please indicate who in your agency is responsible _____

- I will ensure that the department head and cardholder approver, at a minimum, annually, review agency cardholders, cardholder's limits to ensure appropriate utilization of the card and program intent and that I will maintain a file showing compliance with this requirement. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I will keep well informed of program updates as they are sent via email along with distributing this information to management, cardholders, CBA administrators, approvers and any other agency program participants as deemed appropriate. If this is not you, please indicate who in your agency is responsible _____
- To ensure that procedures are being followed to make certain that all paper supporting documentation, including the signed P-Card log or approved electronic log, once agency has been implemented into Workflow, and signed memo statement will be sent to the supervisor/approver for required audit and signatures, and to be forwarded to the agency's fiscal office for additional review and file maintenance in one central location.
- To ensure that I, or someone designated by my agency, will make certain that all contract purchases do not exceed \$5,000 in one day per contract. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will be responsible for securing and archiving transaction data as required by the business operations of the agency if using Intellilink, as Intellilink data is only available for a 27 month rotating period. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will determine appropriate cardholders, determining who has a need for the card, not an automatic process upon hiring, and setting profiles for individual cardholder limits for single transactions not exceeding \$5,000, reasonable monthly limits to reflect cardholder needs, daily and/or cycle transaction limits and any allowable MCC Codes. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will monitor cardholder profiles and charges or needs to determine if limits should be lower or higher and if MCC Codes should be changed. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will create appropriate cardholders settings or profiles for individual cardholder limits, for an emergency situation, in regards to single transactions, daily and/or cycle transaction limits and any allowable MCC Codes and **NOT** assign all cardholders to the emergency profile, decide who would need the change in profile settings and limits at the time of the declared emergency. If this is not you, please indicate who in your agency is responsible _____

- To ensure that each cardholder's State of Louisiana's business email address matches cardholder name in the BOA's WORKFLOW system unless prior approval from the Commissioner of Administration is received. If this is not you, please indicate who in your agency is responsible _____
- To ensure that no card will be issued to program administrators, department head, CBA administrators, auditors, non-State employees or any person whose card was previously revoked due to individual liability travel card charge-offs and non-payment, or account has an outstanding balance without prior approval from the Commissioner of Administration. If this is not you, please indicate who in your agency is responsible _____
- To ensure that a cardholder's approver must be a supervisor of the cardholder which is at least one level higher than the cardholder. The approver must be the most logical supervisor who is most familiar with the business case and legitimate business needs for the cardholder's transactions. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I obtain, annually, a State Program Agreement Form with original signatures from the cardholders, CBA administrators and all cardholder approvers. For all, this must be done prior to releasing a State P-Card to the cardholder and ensuring that each receives a copy of the signed agreement. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I receive and verify, that new cardholder requests and annual certifications for cardholders, CBA administrators, program administrators and cardholder approvers have taken and received a passing grade of at least 90 on the State's certification online training sessions as well as my agency policies and procedure training class prior to release of a new, renewed State purchasing card, or assignment of any role for this program. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I submit a "Request for Exception Form" to the Office of State Purchasing and Travel for approval, if higher single purchase limit which exceed \$5,000 are necessary.
- To ensure that I submit a "Request for Exception Form" to the Office of State Purchasing and Travel for approval, if allowance of any MCC Code which are classified as "P" prohibited or "R" restricted, is necessary.
- To ensure that I, or someone designated by my agency, will maintain budgetary controls in regards to the program. If this is not you, please indicate who in your agency is responsible _____
- To ensure that a card may only remain as an active card, if dormant for a 12 month period, by justification and approval from the Office of State Travel. If approval is granted, the card must be suspended and profile changed to \$1 limit until future need for activation. If this is

not you, please indicate who in your agency is responsible

- To ensure that I, or someone designated by my agency, will request cards, users in WORKS, and perform any maintenance necessary for agency cardholders. Issuing secure User ID's for each cardholder, CBA administrator, approver, accountant, auditor, etc. in all WORKS applications. If this is not you, please indicate who in your agency is responsible
-

- To ensure that I, or someone designated by my agency, will monitor the issuance of cards, ensuring prompt reconciliation of periodic statements, as outlined in my agency and State policies. If this is not you, please indicate who in your agency is responsible
-

- To ensure that I will maintain a list of all agency cardholder's names. If this is not you, please indicate who in your agency is responsible _____

- To ensure that I or someone designated by my agency, will establish agency Corporate Business Accounts (CBA's) and designate an administrator. Each administrator will be assigned an approver, which should be a supervisor at least one level higher than the administrator, and ensure that CBA administrator understands the they have the same duties, obligations and responsibilities as a cardholder for each transaction along with complete supporting documentation for each transaction, as outlined throughout the policy. This includes scanning of all supporting documentation for each transaction, once implemented into Works, and forwarding paper P-Card log with signature of both administrator and approver or electronic log once approved by administrator and approver; all supporting documentation, along with signed memo statement, by both administrator and approver, to the agency's fiscal office for review and file maintenance. If this is not you, please indicate who in your agency is responsible _____

- To ensure that I, or someone designated by my agency, will establish and assign, for all ISIS and LaGov agencies, default/override accounting codes for transactions not otherwise coded through the electronic online WORKS Workflow, review and correct P4s, if applicable. These responsibilities would include notification to OSRAP of all instances that will require a change in the agency's structure and updating user restrictions within its instance when using the WORKS Workflow. If this is not you, please indicate who in your agency is responsible _____

- To ensure that I, or someone designated by my agency, will, for any agency not receiving an interface into their accounting system, be responsible to ensure that the reconciliation is completed and payments are paid in full, timely each month, with ONE electronic funds transfer (EFT) to Bank of America. If this is not you, please indicate who in your agency is responsible _____

- To ensure that I, or someone designated by my agency, will monitor abuse whether intentional or non-intentional to determine if the card should be cancelled or to determine what action should be taken. Depending on the findings, I will notify management, law enforcement, any appropriate personnel and the Office of State Travel, when applicable. If this is not you, please indicate who in your agency is responsible _____
- To ensure that a second party, either I or someone in the agency's fiscal section, will, at a minimum, randomly audit all transactions and supporting documentation. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will educate, through agency training classes, purchasing card program participants, i.e. cardholders, CBA administrators, approvers, other program administrators and management, on use of card, program guidelines and allowances, all responsibilities, along with scanning requirements which requires documentation to be tied to each transaction, once agency has been implemented into Workflow, as outlined and required in all State and agency policies. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will educate all purchasing card participants that 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 you may visit <http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>.
- To ensure that I, or someone designated by my agency, will ensure that each program participant is given a copy of, or provided a link, for download, of all State and agency policies, rules, regulations, procedures, executive orders, statutes, PPM49 and any applicable to the State Liability "LaCarte" Purchasing Card and CBA program. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will educate purchasing card program participants, i.e. cardholders, CBA administrators, approvers and management on State sales tax exemption requirements. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will educate all program participants on the process of reporting a card lost, stolen and/or any fraudulent activity. If this is not you, please indicate who in your agency is responsible _____

- To ensure that I, or someone designated by my agency, is responsible and will perform post audits of cardholder transactions to monitor for appropriate use while verifying that purchases are made in accordance with the State Liability “LaCarte” Purchasing Card Policy, all purchasing rules and regulations, Louisiana Statutes Executive Orders, and PPM49, State Liability Travel Card Policy, if applicable. If this is not you, please indicate who in your agency is responsible _____
- To ensure that the agency’s internal audit section will conduct an agency audit, annually, of the State “LaCarte” Purchasing Card Program and State Corporate Travel Card Program, if applicable. Please indicate who in your agency is responsible _____
- To ensure that once all audit information is forwarded to the agency fiscal office, the fiscal officer reviews receipts in program journal vouchers and correct any necessary coding changes. All documentation must then be housed in the fiscal office. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, will submit monthly certification that audit requirements listed throughout the State of Louisiana “LaCarte” Purchasing Card Policy, is sent to the Office of State Travel verifying that these reports have been executed, all requirements listed in policy have been completed and necessary findings have been investigated, documented, reported to management and any other personnel, and handled appropriately. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, as part of the audit process, will make certain that all transactions have a receipt and adequate backup supporting documentation, both paper and unalterable electronic copies, once agency has been implemented into Workflow. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, as part of the audit process, will make certain that any transactions do not include State sales tax. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, as part of the audit process, will make certain that all transactions have receipts and that the receipt’s date reflects the legitimate business need and/or known business trip dates. If this is not you, please indicate who in your agency is responsible _____
- To ensure that I, or someone designated by my agency, as part of the audit process, will make certain that all transactions are not a duplication of personal travel reimbursement requests (travel expense form or travel system), if applicable. If this is not you, please indicate who in your agency is responsible _____
- To ensure that requests are submitted timely, as specified by auditors/Office of State Travel’s personnel, requested monthly for Statewide reviews and requests including _____

justification for each transaction, along with program administrator and agency verification and determination that the transaction was for a business purpose and was in compliance with all State and agency card program policies, purchasing rules and regulations, statutes, executive orders and PPM49. If this is not you, please indicate who in your agency is responsible _____

Although I may not be responsible for all of the duties listed above, I do understand that, as program administrator for my agency, I am responsible to know and understand all program participant's responsibilities, adequately train all program participants and ensure that all State and agency responsibilities are being fulfilled by myself or by the person indicated above.

I have read and understand all my responsibilities as initialed above, along with any and all guidelines, policies and procedures, rules and regulations, PPM49, statutes and executive orders, if applicable, associated with the State Liability "LaCarte" Purchasing Card and CBA Program.

Program Administrator (please print): _____

Program Administrator Signature: _____

Program Administrator Agency Name: _____

Program Administrator Title: _____

Program Administrator Email Address: _____

Program Administrator Phone Number: _____

Program Administrator Fax Number: _____

Date: _____