DeAnna Landry

LaCarte Card Program Updates/Reminders
LaCarte Cards Awaiting Distribution

- Cards pending distribution
  - New cards 53
  - Renewal cards 114
  - Replacement cards 4

- Weekly reminder emails are sent to cardholders
- Mandatory trainings must be completed prior to pick up
  - New cards – Distribution
  - Renewal cards – Renewal Certification
- Cards for campuses other than Baton Rouge will be shipped to the respective campus upon completion of training. A signed copy of the LaCarte agreement must be returned to DeAnna Landry, via email.
- Card distribution has resumed in AP & Travel, 217 Thomas Boyd Hall, between 7:30am and 4:00pm
- Please notify DeAnna Landry (deannal@lsu.edu) if the card is no longer needed
Outstanding LaCarte Transactions

- Cost Center Managers were notified of outstanding transactions via email on February 11, 2022
  - List of cardholders
  - Delinquent transaction information

- Cardholders receive monthly notifications in Workday on the 2nd day of the month

- Our goal is to complete FY21 closeout prior to beginning FY22 closeout

- FY 21: 34 outstanding transactions – Submission deadline was February 18, 2022

- FY 22: 2517 outstanding transactions (July-December 2021) – Submission deadline was February 28, 2022

**Cardholders with delinquent transactions risk suspension of cardholder privileges**
Helpful Reports

- **Find Credit Card Transactions by Employee Cost Center**
  - Provides a list of all employees with credit card transactions for all statuses

- **Find Outstanding Credit Card Transactions by Employee Cost Center**
  - Provides a list of credit card transactions that have not been submitted on an Expense Report

- **Find Expense Report by Worktag**
  - Provides a list of expense reports by employee and/or by a particular worktag
  - Select only “Draft” and “In Progress” statuses to view tentative transactions
LaCarte Reminders

- Business Purpose on expense report determines routing to appropriate AP auditor
  - LaCarte Procurement Expenses Not Related Travel
  - Special Meal
  - Appropriate Travel related business purpose

- Complete cost documentation
  - Itemized invoice/receipt
  - Sales draft
  - Order confirmation
  - Packing slip
  - PayPal transaction receipt

- Additional pertinent information to include in one of the memo fields
  - Justification for uncommon/unusual purchases
  - Clarification of purchase when description is not listed/not clear on receipt
  - Expense report # of original purchase related to credit
## Prior Approvals

<table>
<thead>
<tr>
<th>Example of Purchase</th>
<th>Administrative Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement – employment related</td>
<td>HRM</td>
</tr>
<tr>
<td>Advertisement – non-employment related</td>
<td>Procurement</td>
</tr>
<tr>
<td>Appliances</td>
<td>Facility Services</td>
</tr>
<tr>
<td>Artwork/Logo</td>
<td>Trademark Licensing (via PUR522)</td>
</tr>
<tr>
<td>Computer hardware (remote access)</td>
<td>ITS</td>
</tr>
<tr>
<td>Domain Names</td>
<td>Trademark Licensing</td>
</tr>
<tr>
<td>Postage outside of metered mail</td>
<td>Mailing Services</td>
</tr>
<tr>
<td>Promotional items – with or without logo</td>
<td>Procurement (via PUR522)</td>
</tr>
<tr>
<td>Software, digital goods, digital media</td>
<td>ITS/PMO (via IT100)</td>
</tr>
<tr>
<td>Supplies related to maintenance or alteration of the facility</td>
<td>Facility Services</td>
</tr>
</tbody>
</table>
LaCarte Reminders

- **Reasons for transaction decline**
  - Restricted merchant category code (MCC)
  - Transaction amount exceeds purchasing delegation limit
  - Card activation
  - Incorrect PIN
  - Unusual purchase/merchant

- **Override requests**
  - Email DeAnna Landry (deannal@lsu.edu) with the vendor’s name, transaction amount, and description of the purchase
  - Once approved, the cardholder will receive an email to complete the transaction

- Transactions that exceed a cardholder’s purchasing limit may not be paid with LaCarte
- Splitting a purchase or payment to circumvent a card limit will result in suspension of card privileges
- Exceptions may be granted on a case by case basis
Dos and Don’ts

× Do not use the card for personal/non-business expenses
× Do not write the card number down where it is accessible to others
× Do not allow a merchant to keep the card on file
× Do not loan or allow another employee to use the card
× Do not accept cash in lieu of a credit
× Do not participate in promotional programs
✓ Keep the card in an accessible but secure location
LaCarte Reminders

- **Lost or Stolen Card**
  - Contact DeAnna Landry (deannal@lsu.edu) to report a lost or stolen card
    - Instructions for reporting the lost/stolen card to Bank of America will be provided
    - Cardholder will receive an email notification when the replacement card is ready for pickup

- **Fraudulent or Unauthorized Transactions**
  - Review transactions weekly in Workday and notify DeAnna Landry about any fraudulent or unauthorized transactions
  - Contact Bank of America (866-500-8262) to report fraudulent or unauthorized transactions
    - Claims must be initiated within 60 days of the charge date
Resources

- Expense related Job Aids (AP & Travel Website)
- PM-78, LaCarte Card Program policy (AP & Travel Website)
- Monthly LaCarte Card Training (Instructor-led)
- Online Renewal Certification training
- Accounting Services Newsletter
- Business Manager Meetings
LaCarte Staff

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