



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

LaCarte Reminders

□ Prior Approvals

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

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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