

# The University of Louisiana at Monroe

## Purchasing Department

LaCarte (P-Card)  
Purchasing Card Program



# Agenda

- Introduction & Purpose
- Enrollment / Annual Review Form
- Card Controls
- Cardholders Responsibilities
- Mandatory Requirements
- Workflow
  - Process for Cardholder
  - Process for Approvers
- Important Dates
- Contacts



# Introduction & Purpose

- What is It?

- LaCarte (P-Card) is a VISA credit card issued by Bank of America ("BOA") that is used to make small-dollar purchases directly from vendors
- The individual named on the card is responsible for making "business related" purchases that are in compliance with University and State policies
- The P-Card carries a corporate liability and does not affect your personal credit
- No fees. No interest.

- Purpose of the Program

- Enables employees to make purchases with the convenience of a credit card
- Streamlines purchasing, payment, and accounting process
- Improves efficiency and effectiveness by reducing costs associated with processing of purchases and payments
- Eases purchasing in emergency situations



# Overview of *La Carte Purchasing Card Cardholder Enrollment / Annual Review Form*

To be completed for every new Cardholder or Approver – AND – Annually

- New Cardholder
- Change Cardholder (Profile, Approver, Department)
  - Change of personal information
  - Change of Department, Section, or Job Title
  - Change of Cardholder Approver
  - Change of Single Transaction Limit or any part of Spend Profile
- Delete/Close Cardholder
  - Attach Procure Exit Form (if existing the University)
  - Submit completed form and intact card to Procurement
- Annual Review of Cardholder
  - To be completed by every Cardholder and Approver ANNUALLY each January



# Card Controls

- **Monthly Billing Cycle**

- Begins on the 6<sup>th</sup> of the month, and ends on the 5<sup>th</sup> of the following month

- **Dollar Limits & Transaction Limits**

- If you exceed the dollar or transaction limits, your card will be declined at the point of sale (“POS”)

- **Merchant Category Codes (“MCC”)**

- Attempts to purchase from restricted and prohibited MCCs will cause the transaction to be declined at the POS



# Cardholders Responsibilities



# Cardholder's Responsibilities

- Direct responsibility for appropriate card use
  - Sharing & lending cards is NOT allowed
- Keep the purchasing card in a safe and secure location
- Make allowable and appropriate purchases
  - Personal charges are STRICTLY PROHIBITED
- Gather and assemble all supporting documentation (i.e., receipts, invoices, etc.)
- Upload receipts, allocate, and approve for all transactions in Works
- Receive individual monthly memo statement from Bank of America
  - This is not a bill
- Mark the Index and Expense Codes on documents prior to submittal to the Controller's Office, and it must be approved by your Department Head
- Receive and inspect orders
- Surrender the card upon termination of employment, or upon request of the next-level supervisor, Department Head, or P-Card Administrator
  - Bring the card, along with the Purchasing Exit Form (if exiting from ULM), to Purchasing for card receipt and destruction



# Note About Sales Tax

- Some vendors may require a copy of the State sales tax exemption certification
  - Request a copy by contacting the ULM Purchasing
  - If sales tax is charge, it is the Cardholder's responsibility to request a credit to the Cardholder's account





# P-Card Program

- How much can I spend?
  - P-Card purchase are limited to an individual's Single Transaction Limit ("STL") or \$5,000 per transaction (including shipping and handling)
- **WARNING: Do not split a transaction**
  - Purchasing items that exceed the STL and separating the payment into two or more transactions is NOT allowed
  - Artificially splitting a purchase is a violation of State law



# Purchases Are Not to be Artificially Divided

- **Executive Order JBE 2016-39, 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
  - Artificial division of purchases to circumvent the Single Transaction Limit (STL) of a P-Card is NOT allowed
- **Artificial division of purchases can be outlined as follows:**
  - Budget unit making two or more P-Card purchases for the identical commodity on the same day or within the same week whose combined total cost exceeds the STL
  - Budget unit making two or more P-Card purchases to the same vendor on the same day or within the same week whose combined total cost exceeds the STL
  - Budget unit making two or more P-Card purchases to similar vendors\* for identical or similar commodities\*\* on the same day or within the same week which exceed the STL

\* Similar vendors are suppliers selling products within the same industry category, E.g., athletic, automotive, data processing, electrical, medical, office, scientific, etc.

\*\* Similar commodities are items which possess general characteristics within the same industry category, E.g., athletic, automotive, data processing, electrical, medical, office, scientific, etc.



# Paying a With a P-Card

- Vendor will require the following information:
  - Name on the card
  - P-Card number and expiration date
  - Tax Exemption Number
- If ordering items to be delivered
  - Campus delivery address:
    - University of Louisiana at Monroe
    - Receiving location* (your Department, Building, and Room number)
    - 700 University Ave.
    - Monroe, LA 71209
  - Shipments to a Cardholder's home are STRICTLY PROHIBITED
  - Shipments to other ULM locations and affiliated entities are permissible; must get receipts



# Unauthorized Purchases

- ⊘ Cash Advances or Wire Transfers
- ⊘ Travel Expenses – Must use a Travel/CBA account
- ⊘ Alcoholic Beverages
- ⊘ Auto Rentals / Leases
- ⊘ Individual Memberships
- ⊘ Gifts / Gift Cards / Gift Certificates
- ⊘ Food / Meals
- ⊘ Cell Phones
- ⊘ Postage Stamps
- ⊘ Consultants / Speakers (1099 Vendors)
- ⊘ Prescription Drugs / Narcotics
- ⊘ Capital Outlay / Computers (707000's)



# Authorized Purchases

- ✓ Office Supplies
- ✓ Materials & Supplies
- ✓ Books & Subscriptions
- ✓ Scientific & Lab Supplies
- ✓ Institution Memberships
- ✓ Mail Transportation Services



# Reporting of Fraud

- Any recognized or suspected misuse of the P-Card should be reported to the Program Administrator, and may be anonymously reported to the State Louisiana Inspector General's Fraud and Abuse Hotline at 866.801.2549



# 1099-Reportable Vendors

- Always ask a vendor if they are a 1099 reportable
- 1099-reportable vendors are not allowed on the P- Card
- Guidelines to identify a 1099 reportable:
  - Company name is a person's name
  - The word "Service" is in the company name
  - Company name does not have "INC.", "CORP", or "PC"



## Vendor's Customer ID Number – General Information

- Cardholders must advise store clerk of tax-exempt purchase prior to initiating transaction
- Use of the Visa® card at some merchants affects their ability to offer discounts. Be aware that use of the card may affect the price paid for merchandise.
- Purchases made with the Visa® card are tax exempt; however, if making an in-store purchase, the exemption is applicable in Louisiana only
- Remember: LaCarte purchasing cards are non-transferable and use by anyone other than the cardholder is prohibited





# Vendor's Customer ID Number – Detailed Information

## **HOME DEPOT – Tax Exempt Account Number: 5511616**

We have registered on-line to establish this tax exempt account number to designate tax-exempt status for all purchases made with the LaCarte Purchasing Card. This number is to be used when purchasing with your LaCarte card at Louisiana Home Depot's Stores. The original tax exempt information is on file at Home Depot South, Mall Drive, Baton Rouge, LA. If any cardholder encounters problems using this number, please call Brenda Myers at 225.342.8039 or via email to [brenda.myers@la.gov](mailto:brenda.myers@la.gov).

## **LOWE'S – Tax Exempt Account Number: 046100014**

We have worked with Lowe's to establish this tax exempt account number to designate tax exempt status for all purchases made with the LaCarte Purchasing Card at Louisiana Home Depot Stores. The original tax exempt information is on file at the Cortana Mall Lowe's in Baton Rouge. If any cardholder encounters problems using this number, please call Brenda Myers at 225.342.8039 or via email to [brenda.myers@la.gov](mailto:brenda.myers@la.gov).

## **OFFICE DEPOT – Tax Exempt Account Number: 36087878**

We have worked with Office Depot to establish this tax exempt account number to designate tax- exempt status for all purchases made with the LaCarte Purchasing Card at Louisiana Office Depot Stores only. Agencies are provided a unique log-in for on-line orders in order to receive the tax exemption for all on-line orders, contact your agency to get your agency' your log-in for Office Depot. If any cardholder encounters problems using this number, please call Brenda Myers at 225.342.8039 or via email to [brenda.myers@la.gov](mailto:brenda.myers@la.gov).

## **WAL-MART – Tax Exempt Account Number: 192118**

We worked with the Wal-Mart Corporate Office to establish this tax exempt account number to designate tax-exempt status for all purchases made with the LaCarte Purchasing Card. This number is to be used when purchasing with your 'LaCarte' card at Louisiana Wal-Mart stores. The original tax exempt information is on file at the Wal-Mart Store #1016. If any cardholder encounters problems using this number, please call Brenda Myers at 225.342.8039 or via email to [brenda.myers@la.gov](mailto:brenda.myers@la.gov).

Walmart also has a hotline that our employees can call on the spot to verify that our tax id number is valid and that a card does not need to be presented.  
Hotline: (888) 899-7267 || Mon-Fri. 7AM-5PM (Central)

\*\*\*\*\*  
**PLEASE NOTE THAT THESE TAX EMEMPT NUMBERS ARE ESTABLISHED FOR THE STATE OF LOUISIANA AND YOU SHOULD NOT REFER TO ULM**  
\*\*\*\*\*



# Required Documentation

- Cardholder's **MUST** obtain itemized receipts for all P-Card purchases
- **Document / Receipt Examples:**
  - Cash register tape
  - Detailed packing slip
  - Copy of order form (E.g., subscription)
  - Registration form
  - Web receipts or email acknowledgement from vendor



# Receipt Detail

- Receipts vary in appearance and type of information, but generally include the following:
  - Date of purchase
  - Vendor name
  - Description of item(s)
  - Quantity, unit price, total
- Original receipts must be submitted
- Handwritten receipts are NOT acceptable



# Procedure for Missing Receipts

- Contact the vendor to get a receipt – this is the fastest and easiest method
- Copies of receipts are acceptable only when originals are not available or cannot be obtained
- Complete a Missing Receipt Form – used in certain situations. Form can be found under the Forms section for Purchasing.



# Returns & Credits

- The Cardholder is responsible for contacting a vendor and arranging a return for replacement or credit
  - Do NOT accept cash in lieu of a credit
  - Request a Return Authorization Number
  - Request credit receipt or slip
  - Credits will appear on future statements



# Dispute Items

- Contact the P-Card Administrator if there are any charges on your statement that you do not recognize
- P-Card Administrator will direct you to complete the Statement of Disputed Item form (Located on the Purchasing Web Page under ULM Forms)
- If the disputed amount is credited, you will see it on a future statement



# Lost or Stolen Cards

- **Notify Bank of America IMMEDIATELY** by calling
  - 888.449.2273 (available 7x24)
  - Zero personal liability
  - Lost or Stolen Cards will be shipped to the P-Card Administrator
  - Do NOT have BOA reissue a card directly to you. All cards must be received and distributed by the P-Card Administrator.
- **Upon termination/transfer the card must be cancelled and returned to the Purchasing Department – do not destroy the card yourself**



# Other Important Information

- P-Card is to be used for official business only
- Will NOT affect your personal credit
- Violators of policies and procedures will be subject to disciplinary action
- **CAUTION VIOLATIONS:**
  - Personal or unauthorized purchases
  - Split purchases
  - Alcohol
- Failure to comply with all P-Card policies and procedures may result in the following:
  - Payroll deduction
  - Account suspension/deactivation
  - Permanent loss of the card
  - Notification to administration, internal audit, and University police
  - Possible employment suspension or termination
- **Your P-Card is NOT tied to Your Budget**
  - It is the responsibility of the Cardholder to verify sufficient funding exists in the specified budget and expenditure code PRIOR to initiating the P-Card transaction





# P-Card Policy

- A complete policy can be found on the Purchasing website
  - <http://www.ulm.edu/purchasingoffice/>
- The site is updated regularly, so check often



# Mandatory Requirements



# Mandatory Requirements – Annually

- All participants take the online course in LEO associated with their role in the program, and send their completion certificate to Procurement
- All participants sign the most current Agreement Form associated with their role in the program, and send it to Procurement
- All participants take the online ULM course, and send their completion certificate to Purchasing
- All participants complete the most current LaCarte Enrollment-Annual Review Form
- Department Heads, along with all Approvers must review cardholders, cardholder limits, and ensure appropriate utilization of the card
- The Approvers, along with the Program Administrator, should also review the MCC codes to ensure they're working properly
- University to evaluate internal policy and procedures



# Mandatory Requirements - Ongoing

## **Before Making a P-Card Purchase, the Cardholder Must:**

- Verify sufficient funding exists in the specified budget and expenditure code
- Identify if the purchase is appropriate for a P-Card transaction
- Check list of restricted purchases
- Advise vendor that the P-Card is state sales tax exempt **BEFORE** the transaction begins
- Obtain detailed receipt and retain all documents

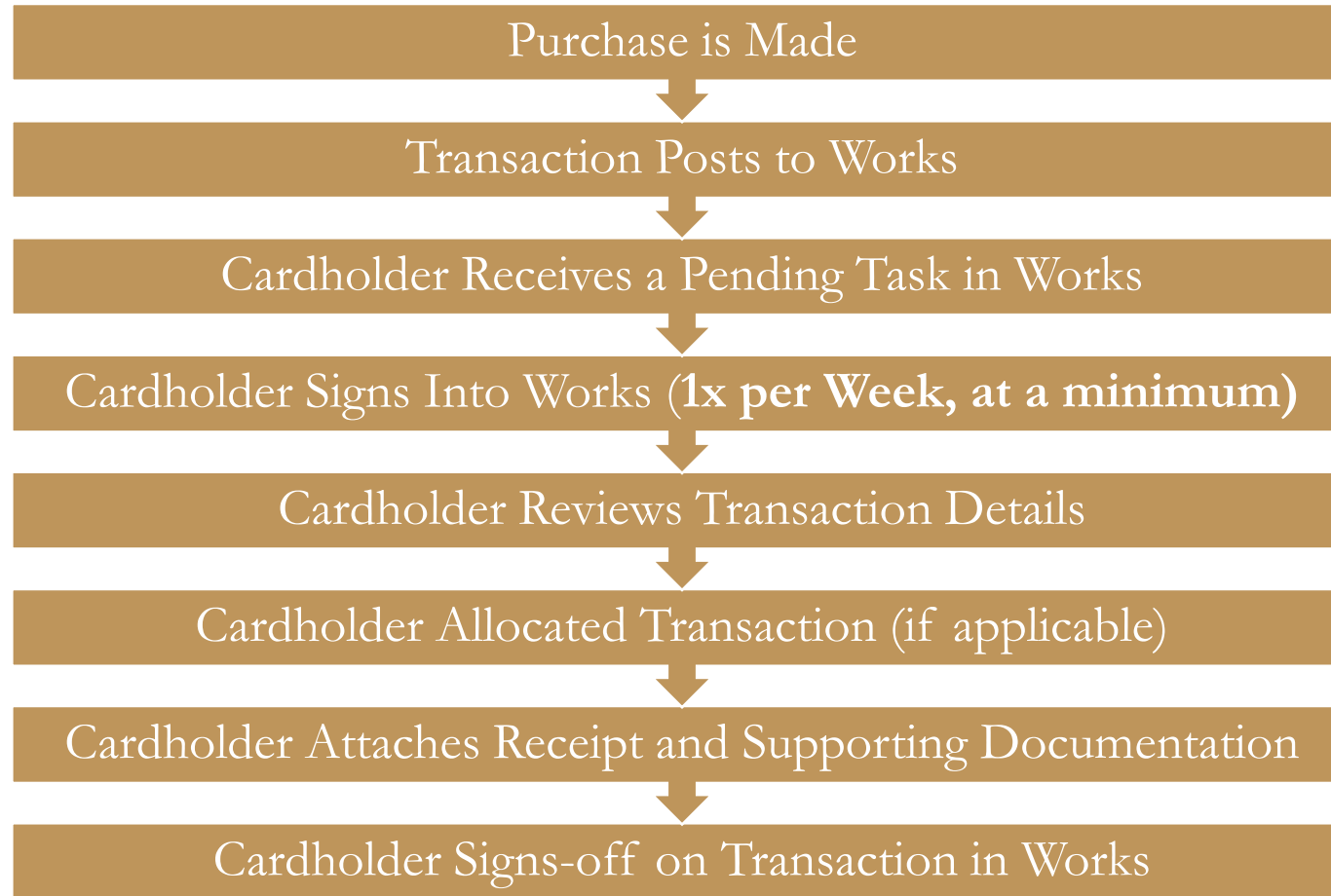


# Mandatory Requirements – Ongoing

- All transaction allocations must be completed, and with the appropriate accounting codes
  - Every transaction must have a receipt attached, including all back-up documentation. Examples include:
    - Original, itemized purchase receipts or invoices, with complete item (not generic) descriptions
    - Receiving documents
    - Credits
    - Disputes
    - Written approvals
  - Cardholder must sign-off on every transaction in Works
  - Approvers must review in Works all receipts and back-up documentation, and sign-off on all transactions for cardholders they are assigned to approve
- Remember, the cardholder's monthly cycle limit will not refresh until both the cardholder and the approver have signed off on the transactions in Works



# Works Workflow Process for Cardholders

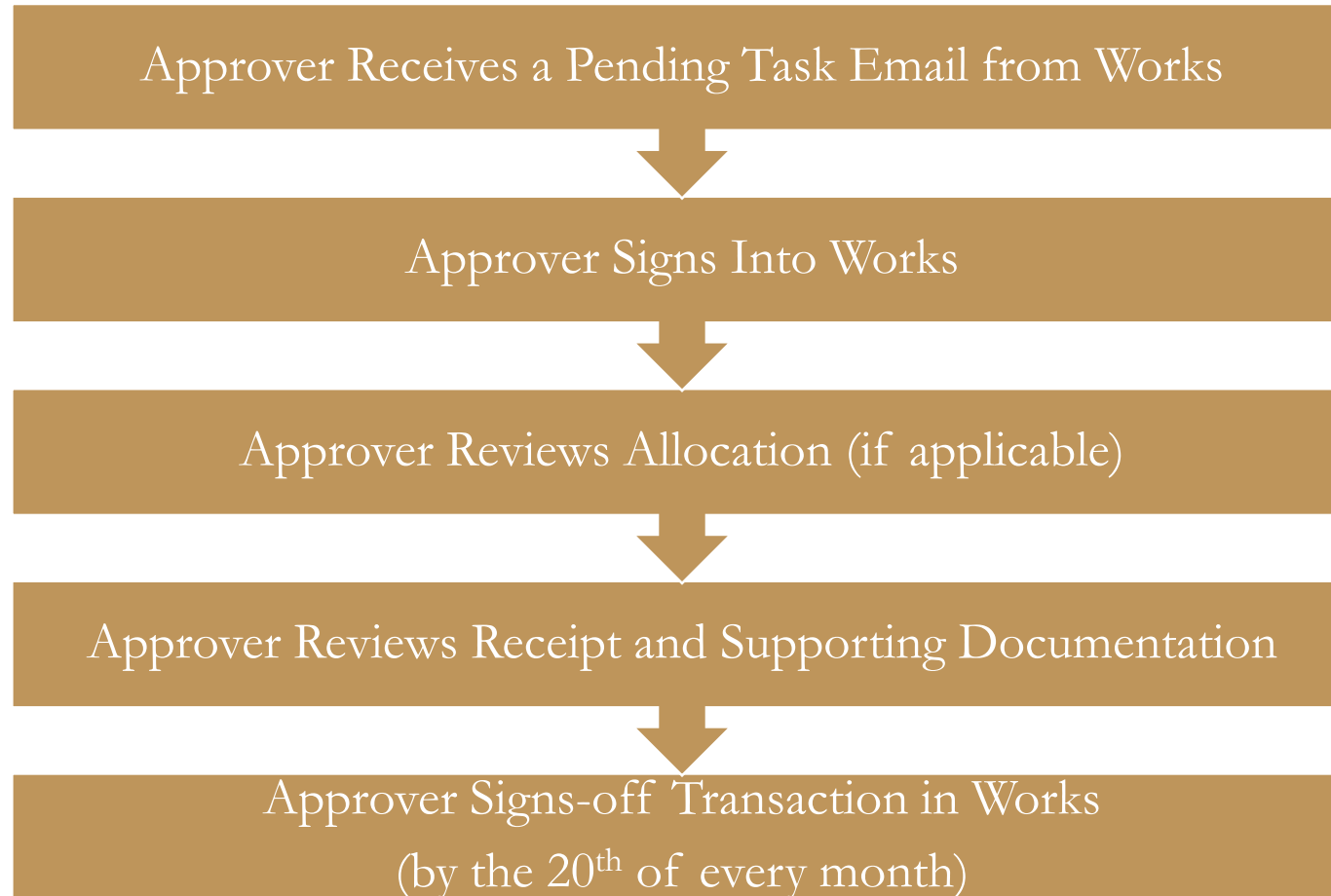


# Steps to Signing-off on a Transaction for the Cardholder

- Log into Works: <https://payment2.works.com/works/home>
- Click on **Sign Off Pending Transactions** from the home page Action Items field
- Open the Transaction drop-down menu by hovering over the **Transaction Number**
- Click on **Allocate / Edit** to update the GL fields, if applicable
- Click on **Manage Receipts**. Add the receipt by clicking **Add**, then **New Receipt**. Upload the receipt adding the date of the receipt and a description of the purchase, then click OK.
- After allocating, adding the receipt and description, sign-off either using the drop-down menu for each transaction, or by placing check marks next to all of the completed transactions and clicking **Sign Off** at the bottom of the page



# Works Workflow Process for Approvers





# Steps to Signing-off on a Transaction for the Approver

- Log into Works: <https://payment2.works.com/works/home>
- Click on Sign Off Pending Transactions from the home page Action Items field
- Open Transaction drop-down menu by hovering over the transaction number
- Click on **Allocate / Edit** to update the GL fields, if applicable
- Hover over the transaction number and click on **View Receipts**, click **PDF**, click **Open**. Review the receipt and supporting documentation and make sure it matches the transaction, and it is an approved purchase for business purposes. Click Close.
- If everything is correct, **Sign Off** on the transaction by hovering over the transaction or checking the box next to the transaction, and clicking **Sign Off**
- If changes need to be made, click **Flag Transaction** and indicate what information needs to be corrected or added. Flagging a transaction will send it back to the cardholder's queue to be corrected and signed off again. They will NOT see an email notification of the flag, however, they will see flagged transactions when they sign into Works next time.



# Steps to Signing-off on a Transaction for the Second-Level Approver (if applicable)

- Must have the Scoped Accountant Role for the Group they are approving
- Log into Works: <https://payment2.works.com/works/home>
- Follow the instructions for the Approver



# Electronic Billing Cycle Log

- Log into Works: <https://payment2.works.com/works/home>
- Click on **Reports** from the home page
- Click **Template Library** in the dropdown
- Click on **Billing Cycle Purchase Log**
- Click on **Modify/Run**. It should default to the previous Billing Cycle in the Post Date Field. If not, select the Previous Cycle.
- Scroll to the bottom and click **Submit Report** (must be printed in PDF)
- The Completed Reports screen appears when the report it is ready
- Print the Electronic Log
- **Turn in the Statement with the Billing Cycle Log, your signature and your Approver's signature, with everything fully allocated, by the 20<sup>th</sup> of each month to Procurement**

NOTE: As long as both the Cardholder and the Approver have signed-off on every transaction this will meet the requirements of signing the monthly log. If the Cardholder or Approver have not signed-off on every transaction, they must physically sign the log. Arrangements should be made to go into Works to sign-off the transactions to meet the mandatory requirement. Remember, if a transaction is not signed-off by both the Cardholder and Approver, the amount of the transaction will not refresh in the Cardholder's monthly credit limit.



# Important Dates

- Billing Cycle is the 6th of the month, through the 5th of the following month
- All statements, Billing Cycle Logs, and supporting documentation are due in the Procurement office no later than ten (10) business days after close of cycle
- Failure to submit documents in a timely manner will result in card suspension
- Statements not received with fifteen (15) business days may result in card cancellation



# Contacts

## ULM Purchasing Department

- **Kelly Moravek**

Assistant to Director of Purchasing  
& P-Card Administrator

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- **Cheri Perkins**

Director of Purchasing

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Email: perkins@ulm.edu

Fax: 318.342.5218

## Bank of America

- **To Report a Lost or Stolen Card**

Phone: 888.449.2273

