

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
- P-Card Compliance
- Contacts



Introduction & Purpose

- What is It?

- LaCarte Purchasing Card (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



P-Card Enrollment / Annual Review Form

To be completed for every new Cardholder and Approver **AND** Annually

- New Cardholder or Approver
- Change Cardholder or Approver Information (Profile, Approver, Department)
 - Change of personal information
 - Change of Department, Section, or Job Title
 - Change of Cardholder(s) or Approver
 - Change of Single Transaction Limit or any part of Spend Profile
- Delete/Close Cardholder
 - Bring the Purchasing Exit Form and intact P-Card to Procurement
 - Have the Employment Exit Form signed by Procurement in two places (if exiting the University)
- Annual Review of Cardholder
 - To be completed by every Cardholder and Approver **ANNUALLY**



Card Controls

- Monthly Billing Cycle
 - Begins on the 6th of the month, and ends on the 5th 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
- Merchant Category Codes (“MCC”)
 - Attempts to purchase from restricted and prohibited MCCs will cause the transaction to be declined at the POS
 - Travel is prohibited with a P-Card. Utilize an individual Travel Card (T-Card) or Department’s CBA
 - Food merchants are prohibited from individual employee use unless an exception request is made to the State via the ULM P-Card Program Administrator to support the use of food merchants



Cardholders Responsibilities



Cardholder's Responsibilities

- Directly responsible 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.)
- Receive and inspect orders
- Receive individual monthly memo statement from Bank of America
 - This is not a bill
- Cardholder should mark the Index and Expense Codes on documents prior to submittal to the Purchasing Office, and it must be approved by your Department Head
- 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, and Employment Checkout 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
 - Download a copy from the ULM Purchasing page
 - If sales tax is charged, it is the Cardholder's responsibility to request a credit to the Cardholder's account



Vendors' Tax Exempt Account Numbers

Home Depot * – Tax Exempt Account Number: 5511616

Lowe's * – Tax Exempt Account Number: 046100014

Office Depot * – Tax Exempt Account Number: 36087878

Walmart * – Tax Exempt Account Number: 192118

Walmart has a hotline that you 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 CT

* If any cardholder encounters problems using these numbers, please contact Brenda Myers at 225.342.8039 or via email to brenda.myers@la.gov

Sam's Club – Tax Exempt Account Number: 101 59210 918048570

Note: You can NOT use your personal Sam's membership card and your P-Card to make tax-exempt purchases. You must use the ULM membership account and your P-Card.

* PLEASE NOTE THAT THESE TAX EMEMPT NUMBERS ARE ESTABLISHED FOR THE STATE OF LOUISIANA AND NOT ULM SPECIFICALLY



P-Card Program

- How much can I spend?
 - P-Card purchases are limited to an individual's Single Transaction Limit ("STL") or \$5,000 per transaction (including shipping and handling), as well as the monthly Credit Limit
- **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



Examples of Split Transactions

- A Cardholder has a single transaction limit (STL) of \$2,500 and wishes to purchase similar or complementing items with a total cost of \$3,000. The sale is divided into two (2) transactions of \$1,800 and \$1,200. This is considered a split transaction to avoid the STL and is not allowed.
- A Cardholder has a STL of \$2,500 and wishes to purchase an item with a total cost of \$3,500. The Cardholder makes arrangements with the vendor to pay \$2,500 one day, and the remaining balance the next day. This is considered a split transaction and is not allowed.
- A Department wishes to purchase an item or complementing items with a total cost of \$4,500. Two Cardholders with a STL of \$2,500 each within the same department use their cards to purchase the item(s) and two transactions occur (one on each card) for the purchase. This is considered a split transaction and is not allowed.



Receipts

- Original receipts must be submitted
- If you misplace a receipt, contact the vendor to get a replacement receipt – this is the fastest and easiest method
- If you cannot obtain a replacement receipt, complete a Missing Receipt Form, which is located on the P-Card section of the Purchasing page: www.ulm.edu/purchasingoffice/pcard.html. Multiple uses of the form in a fiscal year will result in suspension of card privileges.
- Receipts must have detailed purchase information, E.g., date of purchase, vendor name, description of item(s), quantity, unit price(s), total, and NO LOUISIANA TAXES
- Handwritten receipts are NOT acceptable
- Receipts on photo static paper (E.g., typical receipt from a retailer)
 - Should not contain writing or high-lighting as this makes reading it difficult, even after a very short period of time
 - Must be taped to a full sheet of paper, trying not to place the tape over sections of the receipt text that contain the purchase details, as this makes reading it difficult, even after a very short period of time
 - Make a copy of the full sheet of paper
 - Attach the original taped to the paper, and the copy, to the statement



Returns & Credits

- The Cardholder is responsible for contacting a vendor immediately and arranging a return for replacement or credit
 - Do NOT accept cash in lieu of a credit
 - Request credit receipt or slip, upload to the transaction in Works, and attach to Statement
 - In Works, allocate the credit to the same Index and Account as the original charge
 - In Works, use Comments on the related debit and credit transactions to link them together
 - Please note that the credit may appear on a future statement so proper documentation is necessary to make sure the credit is issued and documented fully



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 P-Card section of the Purchasing page)
- The credit for the disputed transaction may appear in future statement period. Be sure to watch for it, and link the credit and debit in the documentation that is uploaded to Works, and attached to the 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



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



Other Important Information

- P-Card is to be used for official ULM 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



Mandatory Requirements



Ongoing Mandatory Requirements

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



Annual Mandatory Requirements

- All participants sign the most current P-Card Agreement Form associated with their role in the program, and send it to Purchasing
- All participants complete the most current P-Card Enrollment-Annual Review Form, and send it to Purchasing
- All participants take the online ULM course, and send their completion certificate to Purchasing
- All participants take the online course in LEO associated with their role in the program, and send their completion certificate to Purchasing
- 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
- Compliance of all annual requirements, by all program participants, reviewed by ULM President and attestation sent to the Office of State Procurement

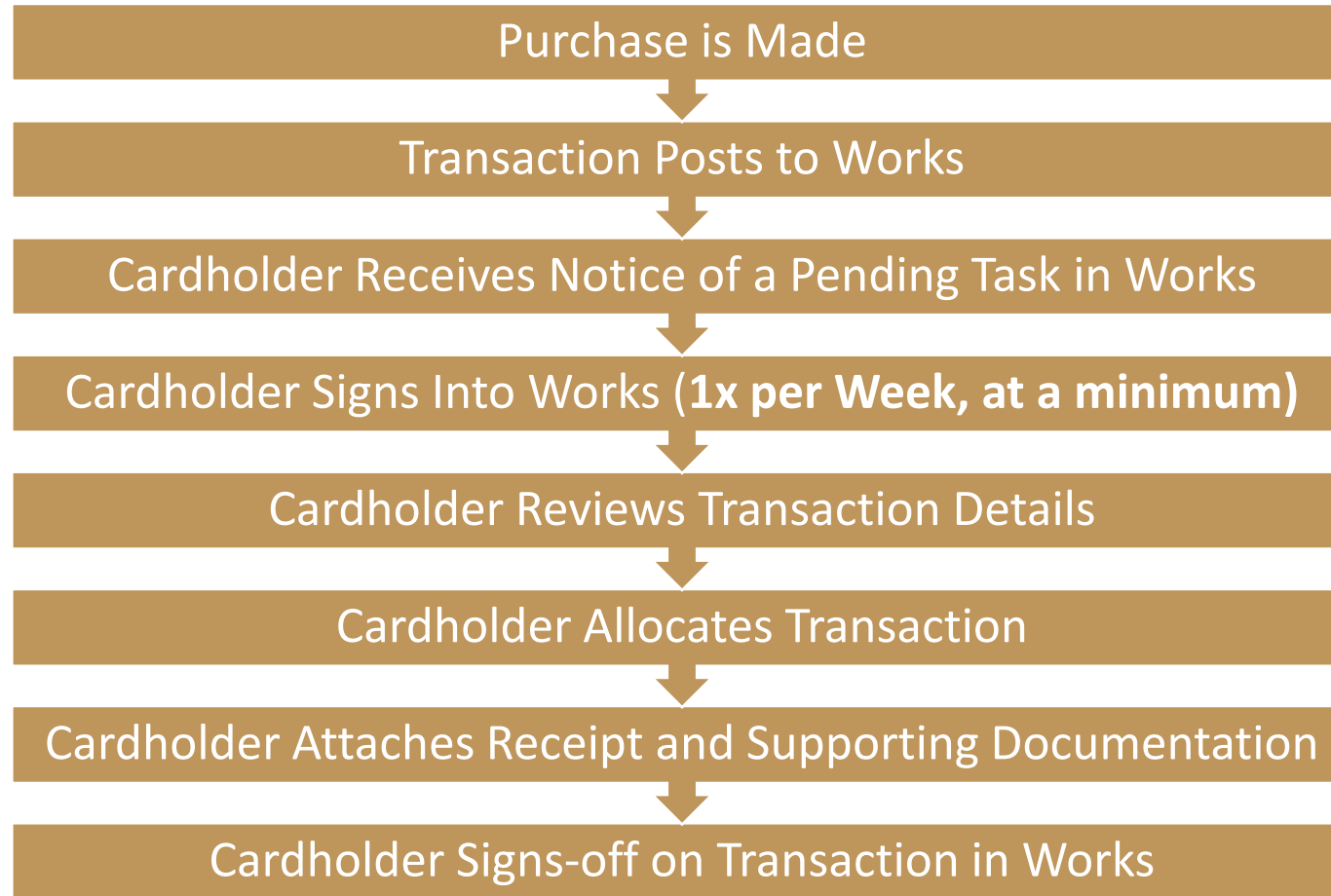


Can I Use My P-Card to Purchase That?!?

NO	YES
Alcoholic Beverages	Books & Subscriptions
Auto Rentals / Leases	Institution Memberships
Capital Outlay / Computers (707000's)	Mail Transportation Services
Cash Advances or Wire Transfers	Materials & Supplies
Cell Phones	Office Supplies
Clothing	Scientific & Lab Supplies
Consultants and Speaker Fees/Honorariums	<p>* 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, E.g., Child Development Center, props for theater use, or for use in physical or occupational therapy environments. Other exceptions may be granted by the State via the Program Administrator as needed.</p>
Controlled Substances (prescription drugs, narcotics, etc.)	
Entertainment Costs (ski tickets, tours, etc.)	
Food / Meals *	
Gifts / Gift Cards / Gift Certificates	
Personal Purchases	
Postage Stamps	
State Contract Purchases (purchases must be reported to the State)	
Travel & Travel-related Expenses	
Water (for personal or office consumption)	
1099 Reportable Vendors	



Works Workflow Process for Cardholders



Cardholder Regular Activities in Works

All Cardholders must login to Works at least weekly to:

- Review transactions in Works
 - Match amount and vendor to receipt; Ensure no LA taxes were charged
- Enter comments and/or item description for each transaction
- Upload detailed, original receipts, sign-in sheets (when applicable), and additional approvals (when applicable)
- Add account codes to the GL segments
 - GL01 = Index
 - GL02 = Account
- Electronically sign-off on each transaction
 - Transaction is then sent to Approver in Works to review and sign-off
 - Credit balance is refreshed once signed-off by Approver



Cardholder Monthly Statement Activities

- Review all transactions and match to transactions in Works
 - Match amount and vendor on paper statement and receipt; Ensure no LA taxes were charged
- Cardholder and Approver both sign front page of statement
- Pull Billing Cycle Log from Works, print, sign; Cardholder & Approver both sign
- Attach all detailed, original receipts for charges and credits, sign-in sheets (when applicable), and additional approvals, E.g., Financial Manager, Principle Investigator, etc. (when applicable)
- Note the Index and Account codes on the statement and receipt for each transaction
- Tape photo static and/or undersized paper receipts to full sheet of paper, make a copy, and attach the original and the copy to the statement
- Return everything to Kelly Moravek, P-Card Program Administrator, by the 26th of each month



Cardholder Transaction Sign-off in Works

- 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



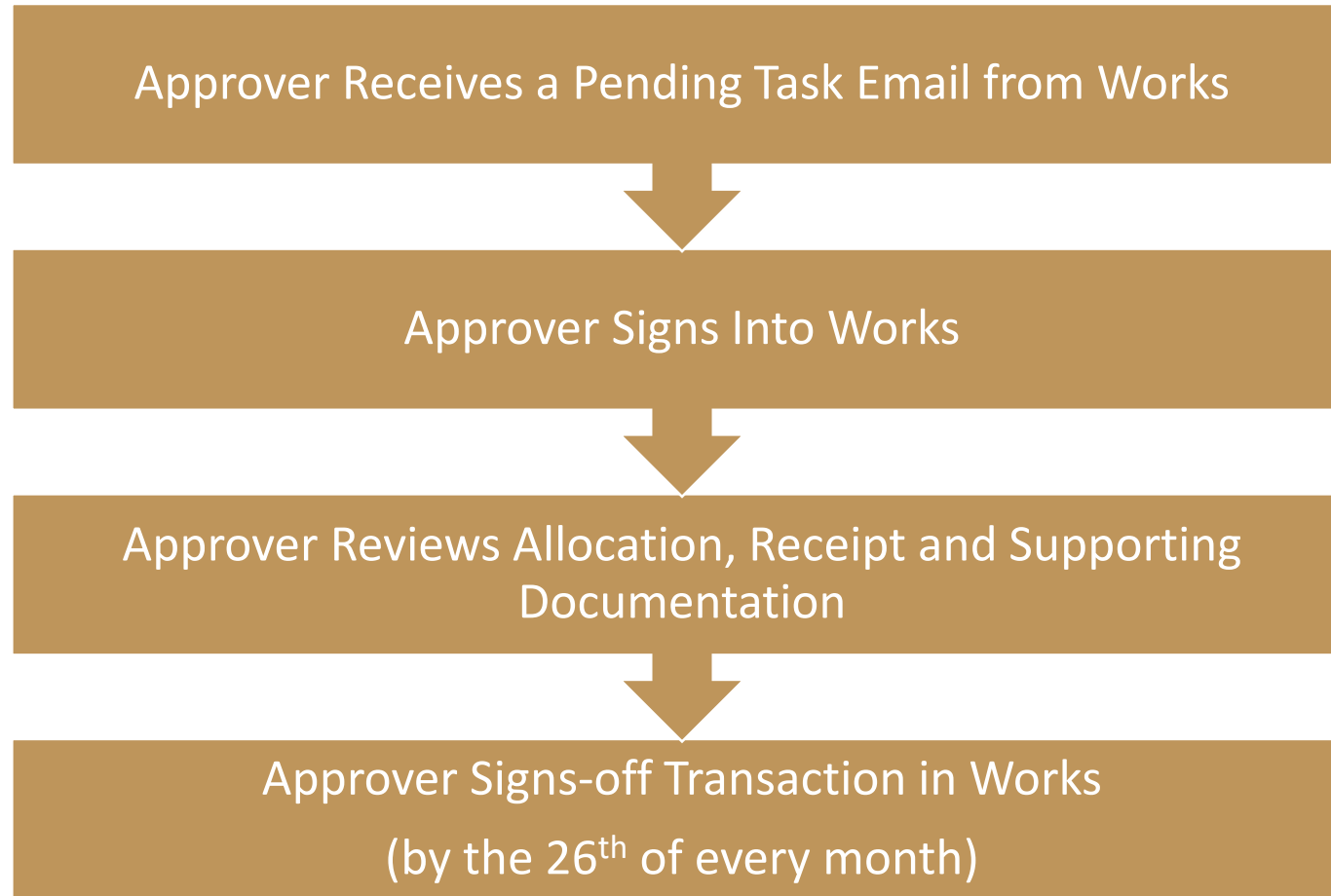
Electronic Billing Cycle Log

- 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 Billing Cycle Log, signed by you and your Approver, with your Statement and receipts

Remember, if a transaction is not signed-off by both the Cardholder and Approver in Works, the amount of the transaction will not refresh in the Cardholder's monthly credit limit.



Works Workflow Process for Approvers



Approver Transaction Sign-off in Works

- 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. He/she will NOT see an email notification of the flag, however, they will see flagged transactions when they sign into Works next time.



Important Dates: 5th, 12th, 26th

- 5th: Billing Cycle closes on the 5th of every month
- 12th: Statements should be received by the Cardholder by the 12th of the month – if you do not receive your statement by then, contact Kelly Moravek
- 26th: Hardcopy delivered and tasks completed in Works
 - All original, signed statements, with Purchase Log signed by Cardholder and Approver, receipts, and supporting documentation delivered to Kelly Moravek in Purchasing
 - All receipts and supporting documentation uploaded, allocations completed, and Cardholder and Approver approvals completed in Works
- Statements not received by the 26th of the month may result in card cancellation



P-Card Compliance

Per the State of Louisiana's Corporate Liability "LaCarte" Purchasing Card and CBA Policy:

"Cardholders, program administrators, program users, supervisors/approving officials, auditors or anyone associated with the card program who knowingly, or through willful neglect, fails to comply with any current purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, State Liability Travel Card and CBA Policy, internal agency policies and procedures and/or PPM49 as applicable may be subject to suspension or termination of account privileges or other disciplinary action, up to and including criminal prosecution to the fullest extent of the law. The Office of State Travel reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, mandates, policies and procedures."



Contacts

ULM Purchasing Department

- Kelly Moravek
Assistant to Director of Purchasing
& P-Card Administrator
Phone: 318.342.5209
Email: moravek@ulm.edu
- Cheri Perkins
Director of Purchasing
Phone: 318.342.5210
Email: perkins@ulm.edu

Bank of America

- Lost or Stolen Card *
Phone: 888.449.2273
- Fraud *
Phone: 866.500.8262
- Disputes *
Phone: 800.410.2629

* Also notify Kelly Moravek

