

What is the La Carte Purchasing Card?

The La Carte Purchasing Card is a University issued Credit Card used by designated employees to make small dollar purchases.

What are the benefits of the La Carte P-Card?

The Purchasing Card (or P-Card) eliminates, as much as possible, the need for purchase orders and direct reimbursements by allowing a safe, convenient method of payment. The La Carte reconciliation system, EAGLS, allows departments to review charges, split fund transactions and monitor expenditures - all at no cost to the department!

How do I apply for a La Carte P-Card?

Discuss your interest in obtaining a La Carte P-card with your Business Manager and/or Department Head. All potential applicants must be approved by their Business Manager and/or Department Head before they can receive a card.

Complete a Cardholder Enrollment Form on-line and forward to your Business Manager and/or Department Head for approval.

Receive e-mail notification of training time and location.

Attend a one-hour training session.

Sign Agreement Form, present LSUHSC identification, receive card.

Do's and Don'ts of P-Card.

The Purchasing Card may be used wherever Visa is accepted, following University Purchasing policy and procedures.

This convenient purchasing tool may be used directly at a storefront or for orders via the phone, fax or online. Suggested uses include operating supplies, lab equipment, computer equipment, conference registration fees, professional memberships and dues.

The P-Card may not be used for personal purchases, contracted purchases, travel related expenses, food or business entertainment (catering IS allowed), cash advances, or capital equipment. An individual purchase on La Carte may not exceed \$1,000.



FAQ's Frequently Asked Questions

Can I request a La Carte P-Card for a student or part-time employee?

No, La Carte P-cards are issued to full-time employees (75%+).

What are the cardholder's main responsibilities in the La Carte P-Card program?

The cardholder is responsible for verifying and reconciling La Carte transactions in the P-Card accounting system, EAGLS. The cardholder also maintains all original invoices and documentation for La Carte purchases.

Is there any flexibility in the P-Card program?

The department's business manager can determine monthly/daily spending limits, transaction limits, and can set the single transaction limit lower than \$1,000. The single transaction limit can not exceed \$1,000.

Will the P-Card cause added work for my staff?

Every purchase made on the P-Card reduces the number of purchase orders and check requests processed by a department. The streamlined reconciliation process of EAGLS should reduce the amount of processing time within the department. By giving the ability to purchase to the end user, La Carte can help reduce redundancy, reduce data entry, and increase efficiency.

La Carte **P-Card** versus Visa travel card... What is the difference?

There are two types of university credit cards:

La Carte P-Card is a university credit card issued to authorized employees for the purpose of making small dollar purchases. La Carte is neither tied to your personal credit, nor will it be affected. Charges made on La Carte are direct payments by the university. La Carte may not be used for travel related expenses, such as airfare and hotels, but it can be used for conference registration fees.

Visa travel card is a credit card intended for university travel related expenses, such as airlines, hotels/motels, and auto rentals. The travel card is an individual liability credit card and is tied to your personal credit history.

La Carte P-Card

Contact Information:

Danielle R. Burlison
Procurement Card Manager
Phone: 504-568-4554
Fax: 504-717-2943
E-Mail: dburli@lsuhsc.edu

Bank of America:

Report Lost or Stolen Cards:
1-888-449-2273
EAGLS Helpdesk:
1-888-317-2638

Website:

www.lsuhscc.edu/no/administration/supplychain/lacarte

We are located at:

Office of Procurement
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La Carte P-Card

Buying Into the Future...

