

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – NEW ORLEANS APPROVAL AUTHORITY

Reference	Description	Approval Required
Eligibility & Approval		
Authorized employees to be issued a LaCarte Card	Full-time Employees	1. Department Head 2. Business Manager
LaCarte Forms		
LaCarte Enrollment Form	Form to Enroll in the LaCarte card program	1. Department Head 2. Business Manager
LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator
LaCarte Renewal Agreement Form	Form cardholders sign upon issuance of LaCarte Renewal Card	LaCarte Administrator
LaCarte Maintenance	Requests for card modifications (name, profile type, spending limits, etc.)	via email 1. Department Head 2. Business Manager
Dispute Item	Dispute process through Works	Cardholder Contact LaCarte Administrator for guidance
Request for Authorization to Travel	Travel prior authorization form for LSUHSC employees and students	1. Department Head 2. Business Manager
Request for Authorization to Reimburse Expenses	Travel voucher form to claim reimbursement	1. Department Head 2. Business Manager
Purchasing/Travel Authority		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head 2. Business Manager
\$2,500 Purchasing Authority	\$2,500 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head 2. Business Manager
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	1. Department Head 2. Business Manager
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	1. Department Head 2. Business Manager

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Exceptions greater than \$5,000		Executive Director Supply Chain Management
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Required Approvals for reconciliation of LaCarte Entries		
LaCarte transactions	Approvals required for LaCarte transactions	Cardholder and Cardholder's Supervisor must sign off on transaction log electronically in Works
CBA transactions	Approvals required for CBA transactions	Assistant Dean's at each school; Executive Director Supply Chain Management
Prior Approval Purchases		
Employment Recruitment Advertising	Employment advertisement	1. Equal Opportunity Employer approval from Human Resources
On-Campus Catered Events	On-campus prior approval for meals	1. Department Head 2. Dean 3. VC Finance designee