

### LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER- NEW ORLEANS POLICY SUMMARY

#### Eligible Employees for LaCarte Card Program

1. Full-Time Employee

#### Sales Tax Exemption Certificates

State Sales Tax Exemption Certificate Form R-1392- Sales Tax Exemption	Provided to vendor for proof of sales tax exemption for University	Accounts Payable 504-568-4554
Certificate for Travel Expenses	Provided to hotels for proof of sales tax exemption	Accounts Payable 504-568-4554

#### Trainings

Trainings	Eligible to complete	Required to complete
In Person LaCarte Distribution	All Employees	LaCarte Cardholders
On-line LaCarte Renewal Certification (Every T	All Employees	LaCarte Cardholders
Periodic Business Manager LaCarte Training	All Employees	LaCarte Business Managers (Department LaCarte Contacts)

#### LaCarte Distribution

Type of Card	Who can pick up	Where to pick up
New, Replacement, Renewal LaCarte Cards	Cardholder, Business Manager	433 Bolivar St. Rm 615A RCB

#### Placing Orders on LaCarte Card

Billing Address	433 Bolivar St. New Orleans, LA 70112
Shipping Address	Cardholder's department address

#### Card Maintenance

Maintenance Issue	Who to Contact
Card set up, Maintenance, and Closure	LaCarte Administrator

#### Card Declines

Who to Contact	Documentation Required for Processing
LaCarte Administrator	Written request documenting what is being purchased, purpose of item, and dollar amount

#### Personal/Disallowed Purchases

Type of purchase	Reconciliation Process
Personal purchase	Private check or payroll deduction with associated state sales tax added
Disallowed Purchase	Private check or payroll deduction

For questions, please contact the LaCarte Administrator, Danielle Burlison at dburli@lsuhsc.edu or 504-568-4554 or Monica Martin at mmart5@lsuhsc.edu or 504-568-4729

#### Fiscal Year End LaCarte Reconciliation

Reconciliation	Disciplinary Action
5th, will be recorded as new fiscal year charges.	Cardholder documentation not received by the 5th of the following month, may result in card suspension

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Disallowed Purchases (Not All Inclusive)
Facility type purchases (room modifications, wall mounts, carpet, etc.)
Fines, Late Fees, Penalties (Including parking tickets)
Flowers for any occasion (CM18 was rescinded)
Frames
Fuel
Furniture (desks, chairs, bookcases, file cabinets, etc.)
Gifts and give away Items
Gift Cards and Gift Certificates
General Contractors
Holiday Items (decorations, gifts, cards, etc.)
Insurance Premiums
Internet Services
I-Tunes accounts
Online Auction Sites (Ebay)
Pawn Shops
Personal, Professional, and Consulting Services
Personal purchases of any kind
Picture Frames and Posters
Plaques, Trophies, Awards
Promotional Items
Refreshments (unless purchased in conjunction with an on-campus, prior approved meal)
Smartphones/Blackberries (including accessories that do not come with initial purchase i.e. protective covers, car chargers, other accessories)
Tablets (including I-Pads)
Tax Payments
Temporary Help Services
Tuition
Unusual Items: Anything appearing inconsistent with the departments mission.