



LOUISIANA STATE UNIVERSITY

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 Approval 2. Business Manager Approval
LaCarte Forms		
LaCarte Enrollment Form	Form to Enroll in the LaCarte card program	1. Department Head Approval 2. Business Manager Approval
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.)	1. Department Head Approval 2. Business Manager Approval
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 Approval 2. Business Manager Approval
Request for Authorization to Reimburse Expenses	Travel voucher form to claim reimbursement	1. Department Head Approval 2. Business Manager Approval
Purchasing/Travel Authority		
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
\$2,500 Purchasing Authority	\$2,500 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
10K Procurement Delegation*	\$10,000 Procurement Delegation single purchase limit (\$200,000 monthly limit)	Executive Director Supply Chain Management
25K Purchasing for Scientific and Laboratory Supplies**	\$25,000 Single purchase limit to purchase <u>only</u> scientific & laboratory supplies (\$200,000 monthly limit)	Executive Director Supply Chain Management
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
Exceptions greater than \$5,000		Executive Director Supply Chain Management

*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte greater than \$5,000 but not to exceed \$10,000.

**Scientific and laboratory supply purchases must meet all requirements: 1. Must be verifiable scientific or laboratory supplies. 2. Must be purchased from a scientific or laboratory provider. 3. Must be paid from a budget account designated as "research". 4. Requires both approvals from Department Head and Chief Procurement Officer.

