

Chancellor's Memorandum

CM-55 – Payments by Affiliated Organizations

To: All Faculty and Staff

From: LSU Health Sciences Center New Orleans Chancellor

August 20, 2004

Revised on May 15, 2019

In accordance with [R.S. 17:3390\(F\)](#), any public employee of a public higher education institution or officer of a management board of a public higher education institution who requests payment of expenses over \$1,000 for a single transaction that are to be reimbursed by nonprofit organizations must obtain written approval in accordance with LSU policies and procedures.

Purpose. The purpose of this legislation is to create a public record of all covered requests and actions taken thereon when payments are made by an affiliated entity with other than public funds.

Request and Payment Process:

- I. An employee must submit a request for any payment of more than \$1,000 per single transaction to be reimbursed or directly paid by any affiliated organization through their respective departmental business office to the office of the Dean of their School or Vice Chancellor of their major division on an appropriate organization reimbursement form:
 - a. The request for reimbursement must contain the date, place, reason and purpose of the expense(s), a record of persons present (if applicable), receipts, proof of expense(s), and supporting documents as the circumstances require.
 - b. The request must also indicate if the person receiving the payment is an LSU Health-New Orleans employee.
- II. The completed request must be signed by the person requesting reimbursement or payment and by the appropriate Department Head (or Designee) and Dean/Vice Chancellor (or Designee). *The approved request (form and supporting documentation) shall then be routed to the Vice Chancellor of Administration and Finance (VCAF) for tracking purposes.* After the request is logged and initialed by the Vice Chancellor for Administration and Finance or his designee, VCAF will forward the request to the affiliate nonprofit organization for reimbursement or direct payment in accordance with the Affiliation Agreement and the affiliated nonprofit organization's policies. The request forms will not be processed by the affiliated nonprofit organization without all University signatures/initials.
- III. After payment is made, a copy of the completed request form, supporting documentation, and check is provided to the Vice Chancellor for Administration and Finance. Pursuant to R.S. 44:1 et seq., these documents shall be maintained as public records in accordance with law and University policy.

Structured Transactions:

No factually single transaction shall be structured or separated to avoid the provisions of the controlling statute or University policies and procedures. Reasonable doubt in connection with the determination of whether there is a single transaction shall be resolved in favor of creation of the public record.