



LACARTE AGREEMENT

AS701

Cardholder participation in the LaCarte program is a convenience and a privilege. Although the card is issued in the cardholder’s name, it is University property and must be used with good judgment and in accordance with all University procurement requirements.

1. The LaCarte procurement card (“p-card”) is provided to employees based on the need to purchase business-related goods and services. The card may be revoked at any time based on change of assignment or location. The card is neither an entitlement nor reflective of title or position. The card may not be used for purchases to be paid by private sources, including those that must be paid directly by the LSU Foundation.
2. The card should be used for business related purchases only - **personal charges are expressly prohibited.**
3. The Cardholder is responsible for all charges made against the card.
4. Improper use of the card may be considered misappropriation of University funds which may result in disciplinary action - up to and including termination.
5. All charges are billed directly to and paid by the University.
6. The Cardholder must comply with internal procedures in order to protect University assets. This includes retaining receipts, reconciling weekly transactions sent via e-mail, resolving any discrepancies by contacting the supplier and the bank, and following proper card security measures.
7. A lost or stolen card should be reported immediately by telephone to Bank of America Service at 1-888-449-2273. A representative is available at any time.
8. The Cardholder must surrender the card upon termination of employment (i.e., retirement or voluntary/involuntary separation).

I accept and understand all of the Cardholder responsibilities as presented in the online LaCarte Card Distribution training and referenced in PM-78, “University LaCarte Program Policy”.

Also, I understand that the LaCarte procurement card provides me with an alternate means of payment for goods purchased on behalf of the University and/or for payment of reimbursable travel expenses. I understand that all State and University Procurement Rules & Regulations, PM-13, “University Travel Regulations” and PM-78, “University LaCarte Card Program Policy” must be followed. I understand that any purchases made outside of these guidelines will be considered personal items.

Any debt owed to the University, including, but not limited to, unearned salary, benefits, reimbursements, tuition and fees, payment of fines, fees, and penalties, shall be recovered through payroll deduction. Debt which exceeds available net payroll funds, any delinquent debt, or debt that is not authorized or eligible for payroll deduction shall be placed with the Attorney General’s Office for collection in accordance with the State of Louisiana guidelines. Collection/attorney fees in the amount of 25% of the unpaid debt and all court costs shall be the obligation of the employee.

I acknowledge receipt of the LaCarte procurement card listed below.

Employee		Workday ID	
Department			
Phone	Fax	E-mail	
LaCarte Card Account #			
Replacement Card	Yes _____	No _____	

Employee

Date

LaCarte Administrator

Date

Card Received Date: