

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 0520-24

**CATEGORY:** Administrative Services

**CONTENT:** Corporate Liability LaCarte Purchasing Policy

**APPLICABILITY:** This policy applies to the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

**EFFECTIVE DATE:**

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**Note: Approval signatures/titles are on the last page**

**LSU HEALTH CARE SERVICES DIVISION  
LACARTE PROCUREMENT CARD AND CBA POLICY**

**I. STATEMENTN OF POLICY**

The Louisiana Purchasing Card, LaCarte, is a tool used by agency approved employees to purchase items with the convenience of a credit card. This policy provides guidelines for the use of the LaCarte Purchasing Card and to insure the card is administered, maintained, used, reconciled and paid in accordance with Louisiana Executive Order 6,

<http://www.doa.louisiana.gov/osp/legalinfo/docs/bj2010-16.pdf>

Division of Administration Policy (PPM 49),

<http://www.doa.louisiana.gov/osp/travel/lacartepcard.htm>

State purchasing rules, regulations, guidelines and subsequent addendum, revisions to same.

Note: Any reference herein to Health Care Services Division (HCS D) also applies and pertains to Lallie Kemp Medical Center (LKMC)

**II. IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCS D Chief Executive Officer or Designee.

**III. PROGRAM**

This policy covers “LaCarte,” the State of Louisiana’s Corporate Liability P-Card Program and establishes minimum standards for possession and use to insure compliance.

A. The P-Card is a tool used to assist in the management of purchasing, payment and accounting.

1. The P-Card is a Visa card issued by Bank of America (BOA) for the State of Louisiana.
2. This card will enable applicable HCS D employees to purchase items with the convenience of a credit card, while providing management with a means of maintaining control over those purchases.
3. The use of this card will improve efficiency and effectiveness by reducing costs associated with processing purchases and payments and will allow for the receipt of goods on a timely basis.

**IV. CONDITIONS OF PARTICIPATION**

HCS D, shall abide by the terms of the State of Louisiana Corporate Liability “LaCarte” Purchasing Card and CBA Policy dated July 1, 2018 unless a “Request

for Exception” form is submitted and approved by the Office of State Purchasing and Travel.

V. **HCS D RESPONSIBILITY**

- A. HCS D is responsible for developing policies to include:
  - 1. Documenting all internal procedures and ensuring that they are in accordance with the guidelines of the Corporate Liability P-Card/CBA Policy
  - 2. Policy must include a definition of split purchasing along with a statement that a single purchase shall not be artificially divided to avoid the SPL or procurement procedures.
- B. Policies should be updated as necessary with changes/additions which may occur in the Agency’s internal procedures and/or State’s Corporate “LaCarte” Purchasing Card Policy, including updating of MCC Codes, as necessary, when provided by the Office of State Purchasing and Travel and Bank of America.

VI. **PROCESS FOR HANDLING APPROVAL PROCESS OF TRANSACTIONS DURING ABSENCE OF CARDHOLDER’S APPROVER**

An additional approver will be set up in LaCarte, to act as back up in case of an extended absence, for the Card Holder(s).

VII. **DISCIPLINARY ACTION FOR PROVEN FRAUD PURCHASES**

- A. An employee suspected of having misused the P-Card/CBA with the intent to defraud HCS D, the state will be subjected to an investigation.
- B. Should the investigation result in findings which show the actions of the HCS D employee have caused impairment to HCS D, state service, and should those findings be sufficient to support such action, the HCS D employee will be subject to disciplinary action up to an including removal.
- C. The nature of the disciplinary action will be at the discretion of the HCS D Chief Executive Officer, or designee and will be based on the investigation findings and the record of the employee.
- D. Any such investigation and ensuing action shall be reported to HCS D HCS D Compliance Committee, Legislative Auditor, the Office of Inspector General and the Director of Office of State Purchasing and Travel.
  - 1. **FRAUD PURCHASE is defined as any use of the P-Card/CBA which is determined to be an intentional attempt to defraud**

**HCSD, the state, for personal gain or for the personal gain of others.**

**VIII. EXCEPTION**

The HCSD CEO or designee may waive, suspend, change, or otherwise deviate from any provision of this policy deemed necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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