







**Split Purchase** A practice whereby one or more Cardholder or suppliers split a purchase into two or more transactions and/or purchase orders to circumvent either Single Transaction Limits or bid requirements. This is prohibited by the Statewide Purchasing Card Policy.

**State Program Administrator** Centrapointof

This program does not allow cash withdrawals/transactions or any attempt for cash transactions as cash is prohibited and blocked from this program.

This program does not allow for travel or travel related expenses. Utilize an individual Travel Card (Travel Card) or Department CBA.

## Cardholder

All Cardholders must keep informed of program updates as sent from the ULM Program Administrator, or anyone associated with the program. Cardholders must have an understanding of current state purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, State Liability Travel Card and CBA Policy, internal agency policies and procedures and/or PPM 49 applicable to use of the P Card.

Purchases should never be artificially divided to avoid the P Card CBA. f CBA.

Purchase food, without prior approval from the Office of State Travel via the ULM Program Administrator.

Fuel or vehicle maintenance. ULM is part of the Fuel Card Program. Fuel cards can be checked out in the Purchasing Office.

NEVER MAKE A PAYMENT DIRECTLY TO THE BANK in the event that an unauthorized charge is placed on the individual's state or corporate liability P Card. Making a payment directly to the bank will cause the monthly statement/billing file to be out of balance and the agency will have to determine the cause. Ultimately, it will be determined that a person's payment was made. In order to avoid this situation, report any unauthorized charges to the ULM Program Administrator immediately. Funds will be reimbursed by the Cardholder via a deposit made at LaCap to the same Index and Fund that the charge was allocated to. The original LaCap receipt is attached to the P Card statement.

4. Notify the ULM Program Administrator of fraudulent charges as noticed as the card may need to be cancelled and another card issued.
5. Notify the ULM Program Administrator of use of a card has changed and lower or higher limits are necessary.
6. Immediately report a lost or stolen card by calling Bank of America at 1-888-449-2273 and notify the ULM Program Administrator.
7. Complete an exit interview with supervisor/Approver and return the P Card immediately to the ULM Program Administrator upon request or upon separation from the agency. Cardholder should discontinue use of the P Card immediately upon notification of separation. This will allow sufficient time for receipts to be submitted and for outstanding charges to be processed before leaving employment. Failure to do so may result in charges not being reconciled.
8. Notify the ULM Program Administrator immediately when anticipating and/or prior to an extended leave of absence. Ensure that all transactions have been reconciled and signed by both the Cardholder and Cardholder supervisor/Approver. Ensure that the account has been suspended until the Cardholder returns to work. Types of extended absences would include maternity leave, family medical leave, medical leave, military obligations, sabbaticals, etc.
9. Complete the electronic Billing Cycle Login Works. The log and original monthly billing statements must be signed by the Cardholder and Approver. The log should be printed and signed by both the Cardholder and Approver.
10. Obtain all necessary approvals, including P Card Approver, Approving Agent, Financial Manager, and/or Principal Investigator, as applicable.  
P Card Approver signature must be on the Statement and the Billing Cycle Log.  
Signature of the Approving Agent, Financial Manager and/or Principal Investigator should be on the actual receipt that is attached to the Statement AND uploaded with the receipt on the appropriate transaction in Works Approvals via email are also accepted if the email clearly documents the transaction details.

Failure to comply with the above requirements may result in revocation of card privileges and/or disciplinary action.

### Work Workflow

1. Cardholders must enter comment and/or line item descriptions for each transaction.

3. Immediately report any fraud or misuse, whether actual or suspected, or person charged to the ULM Program Administrator, as well as, agency head and other personnel/agencies as required. The Approver will participate in any disciplinary actions which may be deemed appropriate if necessary.
4. Notify the ULM Program Administrator, immediately, upon separation, change in department/section or during extended leave for the Approver and any Cardholder in which you are the Approver.
5. Complete an exit review, with the Cardholder of the Cardholder's transactions, supporting documentation and receipts as well as, obtaining necessary signatures prior to departure including uploading backup documentation and receipts and signing off on all transactions in Works.
6. Ensure that the P Card is obtained from the employee upon separation or change in department/section and return card to ULM Program Administrator. Ensure that ULM Program Administrator makes necessary changes to cancel the card and to remove Approver as the employee's Approver and/or employee from the list of Cardholders for which Approver is responsible once the Cardholder has completed the exit interview.
7. Ensure that either Approver or the Cardholder notifies the ULM Program Administrator if card is lost, stolen or has fraudulent charges. Ensure the Cardholder immediately notifies the bank as well.
8. Ensure each transaction and/or



Ensure that the signature of the Approving Agent, Financial Manager, and/or Principal Investigator should be on the actual receipt that is attached to the Statement

## Program Administrator

The ULMP Program Administrator serves as the main

12. Along with the Cardholder Approver evaluate Cardholder spending limits against actual usage annually and terminate cards that show consistently low usage or have been dormant for one year.
13. Issue secure user ID s for each Cardholder Approver, Accountant, Auditor, and ULM Program Administrator in all Works.
14. Request cards and set up new users in Works, and performing any maintenance necessary for agency Cardholders.
15. Ensure that all program participant job titles listed in the Nickname Field in Works.
16. Terminate Cardholder status as a Cardholder and canceling Cards through Works.
17. Immediately inform the State P Card Program Administrator of any misuse, abuse or fraudulent P

g. Controlled

**Fraud Purchase** A fraud purchase is any use of the P Card which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

Any recognized or suspected misuse of the P Card programs should be immediately reported to the ULM P Card Program Administrator and maybe anonymously reported to the State of Louisiana Inspector General Fraud and Abuse Hotline at 1 866 801 2549 or for additional information one may visit the Office of State Inspector General [site](#) The Employee must complete a [Dispute Form](#) and submit to the ULM Program Administrator.

In the event that ULM fails to comply with the requirements for participation in the P Card Program the result of non compliance may be removal from the P Card Program.

An employee suspected of having misused the P Card with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee has caused an impairment to the state service and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be at the prerogative of ULM and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing actions shall be reported to the ULM Internal Audit Department, Legislative Auditor, Office of Inspector General, and to the Director of the Office of State Travel.

**Non Approved Purchase** A non approved purchase made by a Cardholder is a purchase for which payment by the state is unapproved. A non approved purchase differs from a fraud purchase in that it is a non intentional misuse of the procurement card with no intent to deceive that agency for personal gain or for the personal gain of others.

A non approved purchase is generally the result of a miscommunication between a supervisor and the Cardholder. A non approved purchase could occur when the Cardholder mistakenly uses the procurement card rather than a personal card.

When a non approved purchase occurs, the Cardholder will be counseled to use more care in the handling of the procurement card. The counseling will be in writing and maintained in the employee's file for no longer than one year unless another incident occurs.

The employee will be made to pay for the item purchase if, appropriately, another incident of a non approved purchase occurs within a 12 month period, the ULM Program Administrator may revoke the P Card and the employee may not be eligible to receive another card through the State programs.

**Emergency Purchases** In the event the Governor declares a state of emergency, the P Card may be changed to allow higher limits and opening of certain MCC codes for essential employees who are Cardholders that would be active during an emergency situation and not for ALL Cardholders. An emergency profile has been created in Works which cannot exceed the following limits, without prior approval from Office of State Travel: SPL (single purchase limit) \$25,000, travel and Restaurant MCC Groups may be removed if determined to be necessary for group accommodations, however the use of cash is never allowed even during emergency situations.

Higher limits do NOT eliminate the need to follow emergency procurement rules, policies procedures, and/or executive orders.

The ULM Program Administrator will ensure that all cards are returned to their original profile once the emergency declaration has expired and/or when higher emergency limits are no longer necessary.

**VII. Policy Management**

Upon adoption the University Vice President for Business Affairs shall be the Responsible Executive for the management of this Policy. The State Card Policy requires yearly updates as mandated by the Office of State Travel. Periodic updates will need to be addressed as warranted by ULM or the Office of State Travel.

**VIII. Exclusions**

Exceptions to this policy, or its procedures will be reviewed on a case by case basis. Approvals must be granted by the Office of State Travel via the ULM Program Administrator. In certain cases the Division Head or University President may grant approval.

**IX. Effective Date**

Policy will be in effect upon the date it is adopted and signed by the Vice President for Business Affairs.

**X. Adoption**

This policy is hereby adopted on this 27th day of September 2018.

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Bill Graves, Vice President for Business Affairs

**XI. Appendices, References and Related Materials**

- [Appendix A State of Louisiana Corporate Liability Purchasing Card Policy](#)
- [Appendix B 4# B A' Tc <0003>Tj ET /Cs6 cs .752](#)