



CAMPUS CORRESPONDENCE

Date: September 17, 2009
To: Deans, Directors and Department Heads
From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

A handwritten signature in black ink, appearing to read "Donna K. Torres", is written over the printed name and title of the sender.

Subject: Changes to LaCarte Card Policies & Procedures

LSU Internal Audit has recently completed a review of the LaCarte Card Program and has made several recommendations to mitigate risks related to the use of the LaCarte card.

Effective immediately, the following changes will be made to the LaCarte Card Program:

- **All LaCarte entries must be approved by a supervisor.** Until the electronic approval process is revised to capture supervisory roles, the cardholder's supervisor must be added as a "Reviewer" to the BF which will prompt an e-mail notification to the supervisor to review and approve the entry. After the supervisory approval has been obtained, the LaCarte entry should be routed for final approval to the departmental employee who holds final "Release Authority". LaCarte cardholders with final "Release Authority" can no longer be the only approver of their own LaCarte purchases. Accounts Payable & Travel cannot accept and release any LaCarte entries into the General Ledger System (GLS) without supervisory approvals.
- **All purchases made via PayPal or another third party processor must be approved in advance by the cardholder's supervisor.** It was found there was an inherent risk in purchases made on e-Bay and other websites in which PayPal is used to process payments. The auditors determined it was difficult to ascertain that purchases made on these sites are for a legitimate business purpose and from a legitimate and appropriate vendor. To aid in the approval process, a new AS form has been created – Form AS150 "PayPal Transaction Documentation & Approval". This form must be attached to any LaCarte entry that includes a PayPal transaction. A copy of the form is attached for your convenience. The form can also be found on the Accounts Payable & Travel website under AS Forms.

Please let me know if I can provide any additional information. I can be reached at 578-1623 or dtorres@lsu.edu.

Attachment

xc: Chancellor Michael Martin
Provost Astrid Merget
Jerry J. Baudin
Eric N. Monday
Vice Chancellors



PAYPAL TRANSACTION DOCUMENTATION & APPROVAL

AS150

Request Date _____

Department		
Contact		
Phone	Fax	E-mail

Purchaser Information		
Name		
Address		
City	State	Zip

Vendor Information		
Vendor Name		
Address		
City	State	Zip

Description	Quantity	Unit	Unit Price	Total Price
Total *				

* A copy of the PayPal Transaction Detail must be attached.

I certify that the item(s) listed above is a legitimate University purchase.

Approval	Signature	Title	Date
Employee			
Supervisor			