



DIVISION OF ADMINISTRATION

CORPORATE LIABILITY PURCHASING
(LACARTE), TRAVEL, AND CBA CARD
PURCHASING PROGRAM TRAINING

TRAINING OBJECTIVE

- UNDERSTAND AND COMPLY WITH THE DIVISION OF ADMINISTRATION'S LACARTE "P-CARD" , TRAVEL CARD AND CBA POLICY AND PROCEDURES





PURPOSE:

The purpose of this training is to provide guidance to agencies that have the Office of Finance and Support Services (OFSS) in the Division of Administration serving as their Program Administrator of their P-Card Program.

It is the program participant's responsibility to read and refer to the Division of Administration's Corporate Liability Purchasing (LaCarte), Travel, and CBA Card Purchasing Policy.



APPLICABILITY:

This training shall be applicable to all employees in all agencies who have the OFSS serving as their Program Administrator for the P-Card/T-Card/CBA Program. Questions regarding this policy should be directed to the OFSS Program Administrator :

Brittany Williams
Program Administrator
(225) 342-2186
Brittany.Williams4@la.gov



GENERAL GUIDELINES:

The state purchasing program includes a Visa Card and/or ghost account issued by Bank of America to the State of Louisiana that may be used by agency employees for authorized business purchases within the delegated authority limit. The program provides an efficient, cost effective method of purchasing and paying for small dollar transactions within expendable usage limits. The P-Card/T-Card/CBA are the agency's preferred primary tools for purchasing business related items under \$5,000.

Cardholders must follow the State of Louisiana purchasing policies, PPM49, and strive to obtain the maximum ultimate value for each dollar of expenditure.



GENERAL GUIDELINES:

The Office of State Travel oversees the Statewide LaCarte Card, Travel Card, and CBA Programs and is responsible for the statewide policies that establish the minimum standards for use of the card programs.

The State card programs are state liabilities, NOT a personal liability for the cardholder. The cardholder's credit rating will not be affected. However, remember the cardholder is required to sign a Cardholder's Agreement Form prior to receiving a card and annually thereafter.

Use of a state issued card does not negate any current purchasing policies, rules and regulations, mandates, statutes, executive orders, statewide policies, internal agency policies and procedures and/or PPM49 as applicable.



GENERAL GUIDELINES:

Any person who knowingly, or through willful neglect, fails to comply with any requirements/mandates may be subject to suspension or termination of account privileges or other disciplinary action, up to and including criminal prosecution to the fullest extent of the law.

In the event that an agency fails to comply with the requirements for participation in any of the State Card Programs, the result of noncompliance may be removal from the Program.

Agencies are highly recommended to add LaCarte compliance requirements as part of their employee's Performance Evaluation System (PES)

GENERAL GUIDELINES:

Cards not used within a twelve month period will be terminated, unless approval is obtained from the Office of State Travel allowing the card to remain active with a lowered spending limit of \$1.

If unauthorized charges and abuse, whether accidental for P-card, T-card, or CBA such as incidentals, accidental purchases, etc., occur more than twice within a fiscal year, the cardholder's privileges will be revoked.

Annually, the program administrator, along with all of the cardholders approvers shall review cardholders, cardholders' limits and ensure appropriate utilization.

Transactions made for the approver of a CBA account must be 100% reviewed and signed off by a **third-level Reviewer**. The third-level reviewer must be at least one level higher than the approver, must have completed and passed the LaCarte approver course in LEO, and completed the approver Agreement form. The approver must sign off on the transaction in WORKS, and the approver and third-level reviewer must sign the monthly billing statement and log.



CARD ISSUANCE GUIDELINES:

P-Card/T-Card/CBA may be issued to “permanent, regular-status” employees only. No student workers or temporary status workers such as job appointments, WAE’s or contract workers may be issued a LaCarte Purchasing Card. Cardholders must be approved by appropriate agency authority and cards should be distributed only to frequent purchasers, based on the request of a supervisor, manager or department head.

The cardholder’s approver must be a supervisor of the cardholder who would be at least one level higher than the cardholder.

No P-Card/T-Card/CBA shall be issued to program administrators, department heads, auditors, and any other personnel associated with administering and monitoring the program without the approval of the Commissioner of Administration.



CARD ISSUANCE GUIDELINES:

Cardholders are required to complete the Cardholder Enrollment Form to become an authorized user.

The program administrator will notify the cardholder and the agency/section coordinator when the P-Card/T-Card/CBA is ready for release. The card will be distributed to employees only after successful completion of required training and documents. The CBA authorized user will be contacted by phone with the CBA account information.

Cards will automatically be replaced/renewed prior to the P-card/T-Card/CBA's expiration date by the issuing bank. All replacement/renewed cards will be sent directly to the program administrator for proper distribution.

ANNUAL REQUIREMENTS:

Cardholders, approvers and program administrators are required to take online training before role responsibilities and card purchasing privileges can be granted. Participants are required to pass the course with a score of at least 90%. The score or certification should be printed and sent along with the Cardholder Enrollment Form to the program administrator.

The location of the online courses is the Louisiana Employees Online (LEO) System. It is a web-based training. Once logged into LEO, go to "My Training," go to the "Search" function, type OSP in the "Search Term", and click "Find". Three courses each will come up for OSP LaCarte P-Card Cert and OSP LaCarte Travel Cert. Select the applicable course(s).

Cardholders Course – LaCarte P-Card Cert and Travel Card Cert

This course must be taken by new cardholders prior to receipt of the P-Card and-annually by all cardholders to continue to possess a State of Louisiana P-Card/T-Card/CBA. The cardholder must achieve a score of at least 90% to pass the course. Annual re-certification is required every June, no matter the initial date of card issuance.

Approvers – P-Card/T-Card/CBA Program Cardholder – Approvers Course

This course must be taken for new cardholder approvers prior to being assigned a cardholder approver role, and annually each June to continue assignment as a cardholder approver for the State of Louisiana P-Card/T-Card/CBA Program. Must achieve a score of at least 90% to pass course.



SECURITY GUIDELINES:

The P-Card/T-Card/CBA is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the P-Card/T-Card/CBA and their appropriate use. The Cardholder is also responsible for maintaining the security of card data such as the account number, the expiration date, and the card verification [CVV], the 3-digit security code located on the back of the card.

All WORKS Workflow Users are responsible for securing all assigned WORKS application user ids and passwords. Never share user ids and passwords and/or leave the work area while logged into the system or leave login information lying in an unsecure area.



Annual Requirements:

Cardholders, approvers and administrators are required to complete the "Agreement Form" annually. The forms are located on the OFSS website at: http://www.doa.louisiana.gov/OFSS/ofss_forms.htm under P-Card forms and must be completed prior to a card being issued.

Cardholders' purchasing privileges will be suspended if they do not abide by the following annual requirements:

- Complete and pass the annual on-line course in LEO with a score of at least 90%
- Sign and submit the appropriate agreement form to the program administrator
- Review, sign, and submit the OFSS Acknowledgement Form certifying they have completed and understand the content of the DOA – OFSS P-Card/T-Card/CBA training program



FRAUD OR MISUSE:

Any recognized or suspected misuse of the P-Card/T-Card/CBA program should be immediately reported to the Agency Head/Section Head and the OFSS program administrator. Approvers will be required to participate in any disciplinary actions deemed appropriate.

The cardholder should never include the full P-Card/T-Card/CBA account number in emails, fax, reports, memos, etc. If an account number is necessary, only the use of the last four or eight digits of the account number is allowed.

The cardholder should never give the card account number, user id, or password to someone else.

The cardholder should immediately notify OFSS Program Administrator if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.



INTENTIONAL FRAUD OR MISUSE:

An employee suspected of having misused the P-Card/T-Card/CBA with the intent to defraud the state will be subject to an investigation. Should the investigation result in findings which show that the actions of the employee have caused impairment to 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 discretion of the Appointing Authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Louisiana Legislative Auditor (LLA) Hotline at 1-844-50 FRAUD (503-7283) and/or may be anonymously reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 1-866-801-2549, and the Office of State Travel. Approvers will be required to participate in any disciplinary actions deemed appropriate.



LOST/STOLEN CARDS:

To prevent unauthorized purchases from occurring on the P-Card/T-Card/CBA, cardholders should immediately report lost or stolen cards. Lost, stolen, or fraudulently used P-Card/T-Card/CBA must be reported to the Bank of America at 1-888-449-2273 as soon as possible after discovering the loss, theft or fraudulent use. Lost or stolen cards require card cancellation. Failure to report the loss, theft or fraudulent use of the P-Card/T-Card/CBA may result in increased financial loss to the agency. The Cardholder and Approver have the responsibility for communicating the information to the OFSS Program Administrator.



EXTENDED LEAVE:

To prevent cardholders from making purchases while on extended leave, and to ensure transactions are timely reviewed and approved cardholders and approvers should notify their coordinator when he/she will be on extended leave. Extended leave is considered to be greater than three (3) working days. The coordinator should notify the program administrator via e-mail that the cardholder and/or approver will be on extended leave, provide the begin date and approximate end date, and if the extended leave is for an approver, designate a temporary alternate approver.

The program administrator will set the card limit to \$1 or suspend the card and retain documentation supporting the alternate approver is at least one level higher than the cardholder. Upon return of the cardholder and/or approver, the coordinator will notify the Program Administrator via e-mail to re-instate the card limits, cancel the suspension for the cardholder, and/or re-instate the approver and remove the temporary approver.



EMPLOYEE SEPARATION:

To prevent cardholders from making purchases while not employed by the Division of Administration or one of its client entities, the coordinator and/or approver must notify the OFSS program administrator immediately of the cardholder's separation of employment via email (or by phone with follow up email confirmation) to cancel the card.

The approver must complete an exit review with the cardholder regarding the cardholder's transactions, supporting documentation and receipts, and obtain necessary signatures prior to the cardholder/authorized user's separation. To ensure adherence to these guidelines, the approver is required to complete the "Cardholder Exit Review Form" and forward it and the card to the program administrator to destroy.



SPENDING GUIDELINES:

To prevent undue financial obligations to the state, merchant category codes and individual card limits will be established. Since the State, not the individual employee, will pay for the purchases made on the card, additional controls have been added to the card accounts. These limits are imposed at the point of sale when the card is swiped. In addition to the limits that are controlled at the point of sale by the card, the Division of Administration limits the use of the card through policy. The card may be used only for purchases that are made under delegated authority or items exempt from review and approval by the agency head/section head or the Office of State Travel.

SPLIT PURCHASES:

Split purchases are prohibited. State policy states that a *"single purchase shall not be artificially divided to avoid the single purchase limit or procurement procedures."* When a cardholder encounters the need to make a purchase that would exceed the single transaction limit, the cardholders must have the Agency/Section Head complete the "Request for Exception to State P-Card/T-Card and CBA Policy/Procedures" Form and contact the OFSS program administrator for instruction and guidance to ensure proper approval from the Office of Travel is obtained. In this instance, the cardholder should not attempt to make more than one transaction to the same vendor on the same day which exceeds the single transaction limit. Such practices violate Section 6 of the current Small Purchase Executive Order.

AGENCY LIMITS:

The P-Card/T-Card/CBA may be used for purchases not to exceed the agency maximum limits of \$5,000 per transaction. The standard monthly dollar limit is \$25,000 for P-Card and CBA and \$5,000 for the T-Card.)



INCREASED LIMIT

The Office of State Travel must approve in writing any authority for a single purchase limit (SPL) or a one-time override and permanent limits above \$5,000.

CHANGES TO LIMITS:

Requests for changes to card limits should be submitted by the Agency Head/Section Head via email to the P-Card administrator. In an emergency or time sensitive situation, the request may be verbal with a follow-up email confirmation.

DECLARED EMERGENCY:

In event of a declared emergency by the Governor, and to ensure cardholders can make purchases, only those cardholders who are deemed essential employees may have limits increased and additional MCC codes opened for their cards automatically.

USAGE GUIDELINES

All purchases made with a P-Card/T-Card/CBA must be for official agency/section business. Cardholders/authorized users and approving officials are designated as agency/section purchasing agents and are subject to the provisions of state law.

The P-Card **may** be used for:

- Inventory Purchases
- Equipment
- Supplies, Materials, and Services
- Conference Registration Fees
- Rental Car

The T-Card **may** be used for:

- Airfare
- State Contracted Travel Agency Fees
- Registration for Conference/Workshops
- Hotel/Lodging
- Rental Car

The CBA **may** be used for:

- Hotels/lodging
- Airfare

Please review the Division of Administration Corporate Liability Purchasing (LaCarte), Travel and CBA Card Purchasing Policy for a more detailed list of P-Card/T-card/CBA uses.

PROHIBITED USAGE

The P-Card/T-Card/CBA may not be used for:

- Personal items
- Accessing cash or accepting cash in lieu of store credit
- Gift cards/gift certificates, without prior approval
- Purchase of non-alcoholic beverages, in liquid or powder form, without written permission from the Appointing Authority
- Avoidance of Procurement or payment procedures
- Alcohol, food, travel expenses or entertainment services without obtaining prior written permission
- Taxes on purchases. Sales tax should not be paid for purchases made from vendors within the State of Louisiana using agency funds. Sales tax may be paid when required for vendors out of state.
- Purchases from vendors where the cardholder has a financial interest
- Fuel or vehicle maintenance if agency is part of the fuel card and maintenance program
- To pay for another or loaned to another person to pay for official or non-official business expenses
- Incidentals. Travelers must present their personal credit card when checking into a hotel to cover any incidentals expenses.
- Any other purchase deemed unallowable which is subjected to the discretion of the Appointing Authority.



NON-APPROVED PURCHASES

When a non-approved purchase occurs, the cardholder/authorized user should be counseled to use more care in handling the P-Card/T-Card/CBA. Cardholders and approvers not abiding by the following policy mandates will be issued a Letter of Counseling for each occurrence. The letter will be placed in the employee's file for a minimum of 12 months. The letter will also be sent to the cardholder/approver's immediate supervisor and section head.

To ensure adherence to these guidelines, each instance of a non-approved purchase discovered by the approver must be reported to the program administrator on the "Non-Approved Purchase Acknowledgement" Form . The OFSS Cash Disbursements accountant should ensure funds are repaid to the state and/or corrective action was implemented.

The employee will be required to pay for the item purchased inappropriately. Should another incident of non-approved purchase occur within a 12-month period, the program administrator will recommend termination of the cardholder from the P-Card/T-Card/CBA program.



ACCOUNTABILITY GUIDELINES:

Section/agency heads are accountable for establishing, maintaining and ensuring cardholders and approvers are compliant with State and Division of Administration P-Card/T-Card/CBA purchasing policies. Ultimate responsibility for an agency's purchasing program resides with the section/agency head. The section/agency head may delegate operational responsibility to a coordinator, but delegation does not relieve the section/agency head of program responsibility.



ACCOUNTABILITY GUIDELINES:

Below are some practices the Section/Agency Head are responsible for:

- Designate unit program officials: Coordinators, Approvers, Cardholders
- Maintaining budgetary controls.
- Monitoring the issuance of cards, ensuring prompt reconciliation of periodic statements.
- Establishing and enforcing personnel policies to discipline employees in the event of abuse or failure to comply with established guidelines. Policies must address consequences of certain actions regarding non-compliance.
- Developing procedures to recover unauthorized charges and/or overages of allowances. Procedures should also address cancellation of privileges if such incidents occur more than twice.
- Develop procedures for online accounts, such as Amazon, PayPal, EBay, etc. These types of accounts, if necessary and allowed for use by an employee, must have a standalone business account or registration and must not be combined with an individual's personal account. By doing this, it allows the agency access to view the accounts online while verifying that all purchases were business related, email receipts were not altered and that all purchases are being delivered directly to the agency.



ACCOUNTABILITY GUIDELINES:

Cardholders/Approvers/CBA Authorized Users: Have the following responsibilities:

- Obtain, review and understand the State and Agency policies.
- Maintain knowledge and comply with all applicable current purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, State Liability LaCarte Card and CBA Policy, internal agency policies and procedures and/or PPM49 as applicable on use of the P-Card/T-Card/CBA.
- Keep informed of program updates as sent from the agency program administrators or anyone else associated with the P-Card/T-Card/CBA program.
- Ensure the use of online accounts Amazon, EBay, PayPal, etc. are not combined with personal accounts.

ACCOUNTABILITY GUIDELINES:

Approvers must ensure each transaction, to the best of their knowledge:

- Has an appropriate business purpose, not for personal use, and fits the cardholder's business needs.
- Includes an original receipt and complete supporting documentation, including a detailed line item description where generic descriptions are on receipts such as "general merchandise".
- Verify that receipt date, supporting documentation and documentation dates, along with the log dates, correspond with known business needs or trip allowances and dates, if applicable, and travel has been approved.
- Once implemented, all receipts and supporting documentation are scanned into WORKS Workflow, tie to the appropriate transaction, and reviewed against the original receipt and supporting documentation.
- Is not a duplication of personal request and/or reimbursements, if for travel related expenses.
- Does not include sales tax.
- Has been coded properly for payments as outlined in the agency policy and procedures and as required in WORKS Workflow for ISIS and LaGov interface agencies.
- The original billing statement must be signed by both the approver and the cardholder, electronic or stamped signatures are not acceptable. Manual signatures are required on any electronic logs in which a transaction is missing either the cardholder or the approver's electronic signature. Electronic signatures are acceptable for the WORKS Workflow Billing Cycle Log only.
- **NEVER MAKE A PAYMENT DIRECTLY TO THE BANK** in the event that an unauthorized charge is placed on the individual's state corporate liability account. Making a payment directly to the bank will cause the monthly statement billing file to be out of balance. In order to avoid this situation, report any unauthorized charges to the agency's program administrator immediately, along with the decision on how the funds will be reimbursed back to the agency.



ACCOUNTABILITY GUIDELINES:

Approvers additional responsibilities:

- The immediate supervisor/approver must review the information entered and scanned into Workflow, as well as the original documentation-submitted by the cardholder prior to signing off on the transaction in WORKS. If the information is not correct, the supervisor/approver should flag the transaction and electronically return it to the cardholder for additional information and/or correction.
- All transactions must be approved in WORKS by the approver. A supervisor/approver's electronic approval certifies that the goods and/or services purchased are essential and necessary, appropriately budgeted for, and are in compliance with all requirements herein.

ACCOUNTABILITY GUIDELINES:

Approvers additional responsibilities(cont'd):

Annually, each approver should review all cardholders for which he/she is designated as the approver, along with reviewing profile limits to ensure appropriate utilization of the card and program intent. This will ensure that all cardholders' limits are working properly for the cardholder. If limits are not allowing the cardholder to perform his/her duties, then the approver should contact the agency program administrator to make necessary adjustments.

Understand that failure to properly fulfill responsibilities as a P-Card/T-Card/CBA approver could result, at a minimum, in the following:

- Written counseling which would be placed in employee file for a minimum of 12 months.
- Disciplinary actions, up to and including termination from the P-Card/T-Card/CBA program and termination of employment.
- Legal actions, as allowed by the fullest extent of the law.

NOTE: The immediate supervisor/approver must sign off on all transactions in WORKS before the cardholder's monthly credit limit will refresh.

DOCUMENTATION AND RECONCILIATION GUIDELINES:

Documentation guidelines

All purchases are required to have documentation supporting the business purpose of the transactions. Documentation summarizing the monthly transactions and documenting that appropriate approvals occurred are also required. Cardholders, section/agency heads, supervisors, approvers and OFSS Cash Disbursements accountants are responsible for ensuring the following:

- Signature stamps are not permitted.
- Inventory type purchases [electronic, etc...] should have “received by” and a signature on packing slip or other shipping documentation to ensure that the purchase arrived and is accounted for at the agency.
- Documentation of approval must be accomplished by a signature on a paper log or electronically online by signing off on the transaction.
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- Ensure that each cardholder completes a log, that the log corresponds with the monthly billing statement and that both approver and the cardholder sign the log and statement. If the log is the electronic Billing Cycle Purchase Log, the electronic signatures are sufficient for both the cardholder and approver.

DOCUMENTATION AND RECONCILIATION GUIDELINES (cont'd):

- Always submit approvals with all necessary documentation including complete line item descriptions where generic description is on receipts such as "general merchandise" (both paper and electronic) in a timely manner.
- Ensure that supporting documentation, including the signed log or approved electronic log and signed statements, along with any findings and justifications are sent to OFSS for review, where the documentation will be maintained in one central location, in accordance with the state's requirements and the agency's policy.
- Ensure invoices or receipts are scanned into WORKS Workflow and attached to each applicable transaction.
- For items purchased over the counter, the cardholder should obtain the customer copy of the receipt. When ordering by telephone, fax, or computer, the cardholder must obtain a packing list or similar document.
- For items such as registrations, where the vendor does not normally generate a receipt or packing slip, a copy of the ordering document may be used.
- For internet purchases, the print out of the order confirmation showing the details, or the printout of the order details, or the shipping document if it shows what was purchased, the quantity and the price paid will suffice for the itemized receipts.

DOCUMENTATION AND RECONCILIATION GUIDELINES(cont'd):

- Electronic receipts are allowed if they are un-editable and are maintained in compliance with the agency retention policy.
- If a receipt is not furnished by the merchant (as may be the case with a phone or Internet order), documentation such as an order confirmation, packing slip, or invoice, etc. should be obtained and should contain an itemized and detailed description of the purchase. All receipts must give an itemized and detailed description of the purchase and must include at a minimum:
 - Merchant Name
 - Date of Purchase
 - Description (a receipt description, which only states "Miscellaneous", or "Merchandise", or only includes a vendor's stock or item number, is not acceptable).
 - Unit price and quantity
 - Transaction total
- If the documentation for a transaction has been lost, it is the cardholder's responsibility to obtain a duplicate from the vendor. If a duplicate cannot be obtained, the cardholder should complete the Receipt Replacement Form to serve as the documentation. The Receipt Replacement Form should contain the itemized information for the transaction, and describe the cardholder's attempt to obtain a duplicate from the vendor. Receipt Replacement Forms may not be used excessively. **Excessive use of the form is identified as once per quarter and more than four times in one fiscal year. Usage of the form exceeding this will result in suspension of card privileges.**

DOCUMENTATION AND RECONCILIATION GUIDELINES (cont'd):

Reconciliation Guidelines:

- Documentation supporting the date of purchase/service, the vendor name, complete description of the item, not a generic description such as "general merchandise" purchase amount and receipt date must be maintained by the cardholder for each purchase transaction.
- The fund/agency/organization number and object are required to be entered/approved in the WORKS Workflow System by the cardholder or approver
- Cardholders should sign up with BOA Payment Centre, www.centresuite.com, to receive their monthly statements electronically from Bank of America immediately after the close of the billing cycle. If not received, the cardholder must contact the program administrator so that a statement can be obtained.
- When the Cardholder receives the statement, it must be reviewed and each transaction reconciled. If the Cardholder believes a transaction listed on the statement is incorrect, then procedures outlined in the Disputed Transactions section should be followed.
- The reconciled statements are to be signed by the cardholder and countersigned (verified) by the approver. Under no circumstances, should the cardholder and approver be the same person for signature purposes.

DOCUMENTATION AND RECONCILIATION GUIDELINES (cont'd):

Reconciliation Guidelines:

- Cardholders must provide the monthly P-Card/T-Card/CBA reconciliation package and documentation, consisting of the signed bank statement and appropriate accountable documentation to their approver. The approver's verification process must be completed in time for the coordinator or cardholder to submit the reconciliation package to the OFSS Cash Disbursements staff by the **11th (P-Card/CBA)** and/or **14th (T-Card)** of the month.
- Approvers should review the items appearing on the billing statement against the vendor receipts or other vendor supporting documentation as scanned in the WORKS Workflow System. Approvers must sign the billing statement. Approvers must also sign the P-Card/T-Card/CBA log or electronically approve the transaction in the WORKS Workflow System.
- After the Approver process has been completed, the Cardholder should forward the original memo, paper billing statement, and vendor receipts or other vendor-supplied supporting documentation to the Coordinator for review and preparation to be sent to OFSS.
- The OFSS Cash Disbursements section is responsible for immediately reviewing the P3's upon their posting and determining if any discrepancies exist. If discrepancies are discovered, the Program Administrator must be notified so that proper resolution can be made with Bank of America.

WORKS WORKFLOW GUIDELINES:

To allow for proper and complete program audits, all program participants will be required to utilize WORKS Workflow, which is an online system through Bank of America.

Cardholders having submitted all required forms and certifications to the Program Administrator will be set up in the WORKS System by the Program Administrator. Upon set-up, the WORKS system will generate an e-mail notification to the cardholder informing the cardholder of his/her WORKS logon id and temporary password.

Cardholders will receive e-mail notifications from their approved state e-mail address from the WORKS System as the transactions post.

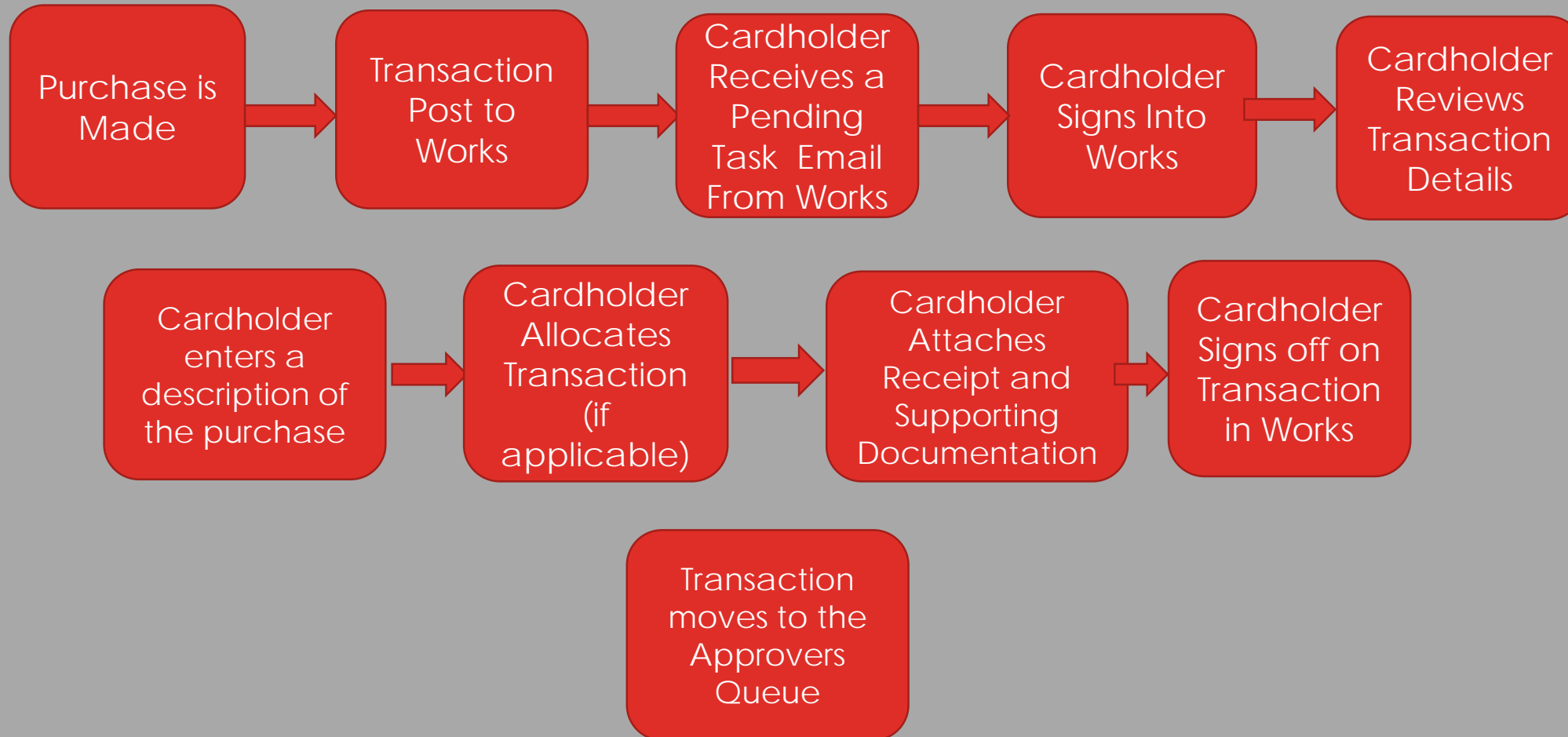
Cardholders will be required to review, allocate and sign off on their transactions. Receipts supporting the transactions must be uploaded in the WORKS system. All receipts and supporting documentation must be scanned and attached to the applicable transaction and not as one image for all transactions.

Cardholders are responsible for, printing the Billing Cycle Purchase Log, attaching the original receipts to the log, and forwarding the documents to the Approver for review.

Cardholder Approvers will be required to review the cardholder purchases to ensure they were for applicable business purposes and sign off on the cardholder's transactions upon transactions appearing in the Approvers pending file.

After the Cardholder Approver signs off on the transactions in WORKS, the Cardholders should reprint the Billing Cycle Purchase Log and forward it, original receipts, and the Billing Statement, if available, to the OFSS section/agency accountant by the **11th (P-Card/CBA) and/or 14th (T-Card)** of the month.

WORKFLOW PROCESS FOR CARDHOLDERS



WORKFLOW PROCESS FOR APPROVERS

Approver
Receives A
Pending Task
Email From
Works

Approver
Signs Into
Works

Approver
Reviews/Enters
Allocation

Approver
Reviews
Receipt and
Supporting
Documentation

If Cardholder Error is noticed,
Approver Flags Transaction in
WORKS to Return Transaction Back to
Cardholder for Corrections

If no Cardholder Error is noticed,
Approver Signs off of Transaction in
Works

Violations Guidelines

In the event that a cardholder, approver, or authorized user fails to comply with the annual training requirements, usage, accountability, documentation, and reconciliation guidelines, the result of non-compliance will be the following:

- First Offense - P-Card/T-Card/CBA suspended 7 days or until the cardholder/approver/authorized user is in compliance
- Second Offense - P-Card/T-Card/CBA suspended 30 days or until the cardholder / approver / authorized user is in compliance
- Third Offense - P-Card/T-Card/CBA privilege is forfeited. Section head may request cardholder be re-instated after 90 days, provided written notification is received.

Additional Violations:

- Disciplinary action, up to and including termination of employment
- Legal actions, as allowed by the fullest extent of the law.



EXCEPTIONS

The Director of State Travel, or designee, may waive in writing any provisions of these regulations when the best interest of the State will be served.



OFFICE OF FINANCE & SUPPORT SERVICES

ACKNOWLEDGES THAT

HAS SUCCESSFULLY COMPLETED THE:

LaCARTE P-CARD/T-CARD/CBA TRAINING
on

This document is intended to be used solely for the purpose of documenting the individual's completion of the LaCarte P-Card/T-Card/CBA Training in compliance with the Office of State Travel.