State of Louisiana

Division of Administration
Office of the Commissioner

MEMORANDUM

TO: Agency Heads, Undersecretaries, DOA Section Heads, Agency Purchasing Personnel, Agency Purchasing Card Program Administrators

FROM: Jan B. Cassidy, Assistant Commissioner *Jan B. Cassidy*
Procurement and Technology

DATE: August 6, 2013

RE: Low Dollar Goods, Supplies, Operating Services and Major Repairs Expenditures of $5000 and below

In an effort to improve our payment time to the vendors and streamline low dollar expenditure processing, effective immediately, I am requesting that whenever possible, payments for valid business purchases at or under the value of $5000 be made with the State of Louisiana "LaCarte" Purchasing Card. When this payment method is used, processing through the state's systems (i.e. ISIS, AFS or LaGov) is not required.

Agencies are reminded that the Procurement Card program is not intended to replace current Purchasing Polices, Rules and Regulations, Louisiana Statutes, or Executive Orders. Compliance with the requirements of the State of Louisiana Corporate Liability "LaCarte" Purchasing Card Policy, including the single transaction limits of $5000 per cardholder, is also required.

When making a purchase paid for with the "LaCarte" Purchasing Card, advise the vendor at time of order placement that you will be making a credit card payment with the state's "LaCarte" Visa Purchasing Card.

The Division is working with its card vendor to provide additional tools to agencies that should further automate the reconciliation process associated with these "LaCarte" card payments. As these tools become available, we will advise your agency program administrators. In addition, when required, the Office of State Travel is ready to assist agency program administrators with this initiative.

Please contact Tammy Toups, Assistant Director of Travel, at tammy.toups@la.gov with any questions or concerns.

Thank you in advance for your participation.