

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of State Travel

LA CARTE MEMORANDUM

DATE: January 15, 2009

TO: All Department Heads
Agency "LaCarte" Program Administrators

FROM: Tammy Toups *XT*
Assistant Director, Office of State Purchasing
State "LaCarte" Program Administrator

RE: Duties and Responsibilities of "LaCarte" Administrators

The Louisiana LaCarte purchasing card program was first introduced in August of 2000. The current program has 84 fully implemented agencies with 12,500 cardholders and a total dollar volume of \$7.7 million per month. We are continuing to implement the program to new agencies.

Department Heads and Program Administrators must be reminded of their commitment and responsibilities in the LaCarte card program. State Policy requires that those who utilize the program abide by the policy guidelines, which defines the duties and responsibilities of the Department Head and the Agency Program Administrator. I encourage you to frequently review these duties and responsibilities to ensure that you and your agency are in conformity of the mandates of the program. The State Policy is available on our website at:
<http://www.doa.louisiana.gov/osp/travel/lacartepcard/docs/statewidepolicy.pdf>

Please perform routine post audits to determine that purchases under this program meet State Purchasing Card Program policies and procedures. WORKS is the reporting tool that will assist you in reviewing your employee's transactions. You should look for areas of abuse such as non-authorized purchases, personal purchases, split purchases and purchasing trends that could be improved.

If you have any questions please do not hesitate to contact this office. Your continued comments and support will maximize the potential of this card program.