

LaCarte Purchasing Card Program Audit Reports

AT A MINIMUM, THE FOLLOWING REPORTS MUST BE RAN MONTHLY, REVIEWED, AND ALL RESULTS MUST BE ADDRESSED ACCORDINGLY.
DOCUMENTATION MUST BE MAINTAINED ON FILE

REPORT NAME	USED FOR....	REPORT SHOULD PRODUCE	SYSTEM
ACTIVITY IN CLOSED/SUSPENDED ACCOUNT	The rule is designed to display transactions that occur in closed or suspended accounts (including lost or stolen card accounts).	This report will show any charges made against a card that was cancelled or suspended. Should be reviewed to ensure that all transactions are valid.	VISA INTELLILINK RULES
AIRLINE INCIDENTALS	Transactions with airlines that could potentially be for incidentals and/or baggage fees, which are not allowed by state policy.	Charged to the purchasing card with a value of \$100.00 or less. Possible airline incidents, baggage fees, and/or excess or overweight baggage fees are not allowed by state policy unless approval has been received.	VISA INTELLILINK RULES
HOTEL INCIDENTALS	Transactions for potential hotel incidents are not allowed under state policy. The report captures purchases under \$50. Please note that this report may not be complete, as not all hotel merchants report line item details.	Charged to the purchasing card with a value of \$50.00 or less. Incidents are not allowed as per the state's policy unless approvals are obtained. All results must be documented accordingly. Please note that this report may not be complete as not all hotel merchants report line item details.	VISA INTELLILINK RULES
NON-CONTRACTED CAR RENTAL	Transactions for non-contracted car rental companies. Does not include Enterprise, National, or Hertz. Monitored as to why cardholders are using car rental companies other than those on mandated contracts.	This report would show all rentals that were contracted through a rental company other than Enterprise, National, or Hertz, which are our mandated contracted vendors.	VISA INTELLILINK RULES
SINGLE TRANSACTION LIMIT EXCEEDING \$5,000	Transactions exceeding \$5,000 should be monitored, as they are not allowed under state policy without prior approval. We need to ensure proper approval is obtained from the Office of State Travel to allow any of these purchases.	This is a single transaction of over \$5,000, which is not allowed under the state's policy without approval. All purchases should be reviewed to ensure that proper approval is obtained.	VISA INTELLILINK RULES
SALES BY LINE ITEM	Displays transactions that have line item detail information.	A high-level review report that shows line item details, which may assist in identifying potential fraud or misuse. This report shows only those vendors that report line item detail (Level 3). Therefore, the report probably will not include many purchases for each cardholder as level three vendors are very limited.	VISA INTELLILINK REPORTS
DECLINE REPORT	The report shows declined attempts by cardholders who are trying to use the purchasing card for purchases and/or with vendors, which are not allowed.	This report will show when a cardholder attempts to purchase an item or purchase from a vendor that is not allowed or blocked. This report is to be used to ensure the cardholder justifies why the purchase was attempted, and the agency, depending on the cardholder's response, should handle it accordingly.	BOA WORKS
CARD STATUS REPORT	The report shows the status of each card by listing the cardholder's name, profile, and single transaction limit.	This report will show the status of each card by listing the cardholder's name, profile, and single transaction limit. You should be able to verify that each cardholder has been assigned the correct profile and that all limits are correct.	BOA WORKS
SINGLE TRANSACTION LIMIT AUDIT (SPLIT PURCHASE)	This report is designed to detect purchases made above the cardholder's limit as well as split purchases. Split purchases are defined as transactions where the sum of transaction amounts exceeds a split purchase threshold limit set for the program.	This report will show multiple transactions made to the same vendor or similar vendors on the same day, which may be considered a split purchase. All purchases should be reviewed.	BOA WORKS

All reports listed above must be documented and certified by the 14th of each month at <https://wwwcfprd.doa.louisiana.gov/PCardCompliance/>.