

LOUISIANA ŠTATE UNIVERSI I V

## LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER- NEW ORLEANS APPROVAL AUTHORITY

Reference	Description	Approval Required
	Eligibility & Approval	
Authorized employees to be issued a LaCarte Card	Full-time Employees	<ol> <li>Department Head Approval</li> <li>Business Manager Approval</li> </ol>
	LaCarte Forms	
LaCarte Enrollment Form	Form to Enroll in the LaCarte card program	1. Department Head Approval 2. Business Manager Approval
LaCarte Agreement Form	Form cardholders sign upon issuance of LaCarte Card	LaCarte Administrator
LaCarte Renewal Agreement Form	Form cardholders sign upon ussuance of LaCarte Renewal Card	LaCarte Administrator
LaCarte Maintenance	Requests for card modifications (name, profile type, spending limits, etc.)	1. Department Head Approval 2. Business Manager Approval
Dispute Item	Dispute process through Works	Cardholder Contact LaCarte Administrator for guidance
Request for Authorization to Travel	Travel prior authorization form for LSUHSC employees and students	<ol> <li>Department Head Approval</li> <li>Business Manager Approval</li> </ol>
Request for Authorization to Reimburse Expenses	Travel voucher form to claim reimbursement	1. Department Head Approval 2. Business Manager Approval
	Purchasing/Travel Authority	¥ .
1K Purchasing Authority	\$1,000 Standard single purchase limit (\$30,000 monthly iimit)	1. Department Head Approval 2. Business Manager Approval
\$2,500 Purchasing Authority	\$2,500 Standard single purchase limit (\$30,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
5K Purchasing Authority	\$5,000 Standard single purchase limit (\$40, 000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
10K Procurement Delegation*	\$10,000 Procurement Delegation single purchase limit (\$200,000 monthly limit)	Executive Director Supply Chain Managemen
25K Purchasing for Scientific and Laboratory Supplies**	\$25,000 Single purchase limit to purchase <u>only</u> scientific & laboratory supplies (\$200,000 monthly limit)	Executive Director Supply Chain Managemen
5K Travel	\$5,000 Single purchase limit (\$40,000 monthly limit)	1. Department Head Approval 2. Business Manager Approval
Exceptions greater than \$5,000		Executive Director Supply Chain Managemen

\*Procurement Delegation Authority allows for specific individuals to purchase non-competitive items on LaCarte greater than \$5,000 but not to exceed \$10,000.

\*\*Scientific and laboratory supply purchases must meet all requirements: 1. Must be verifiable scientific or laboratory supplies. 2. Must be purchased from a scientific or laboratory provider. 3. Must be paid from a budget account designated as "research". 4. Requires both approvals from Department Head and Chief Procurement Officer.



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Reference	Description	Approval Required
	Required Approvals for reconciliation of L	aCarte Entries
LaCarte transactions	Approvals required for LaCarte transactions	Cardholder and Cardholder's Supervisor must sign off on transaction log electronically in Works
CBA transactions	Approvals required for CBA transactions	Assistant Dean's at each school; Executive Director Supply Chain Management
	Prior Approval Purchases	
Employment Recruitment Advertising	Employment advertisement	1. Equal Opportunity Employer approval from Human Resources
On-Campus Catered Events	On-campus prior approval for meals	1. Department Head 2. Dean 3. VC Finance desginee