
CAMPUS CORRESPONDENCE

Date: November 2, 2009

To: Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services



Subject: Requirement to Monitor Budgets by Object Code

The LSU System Internal Audit staff has recently completed an audit of the LaCarte Card Program. An audit recommendation has been adopted which requires budget to actual comparisons by account number and object code on a quarterly basis.

To aid in the review process, the following tools are available:

- Various financial reports (ledgers) are available on-line through PAWS. Account balances and transactions can be checked at any time.
- The "University Subsidiary Summary Ledger" includes a column titled "Acct Stat" which indicates if an account is "Overdrawn" (OD), or has the "Potential to be Overdrawn" (P/OD). The "Potential to be Overdrawn" means that there is an outstanding encumbrance (a purchase order has been issued and the estimated expense shows as an encumbrance) or a tentative transaction that is causing the account to be shown as OD.
- A report titled "University Overdrawn Accounts" is now available. This report indicates each account and summary object code that is OD or P/OD due to an encumbrance or tentative transaction. The accounts on this report will require review, explanation or action on a quarterly basis.

Instances in which ODs are appropriate are the following:

- Unexpended salaries will be used to balance the budget.
- The account is a self-generated account in which revenues are earned later in the fiscal year.
- The account was established for start-up funds for new faculty/researchers.

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A system-generated e-mail will be sent after the second month of each quarter reminding college/department heads to conduct the analysis and investigate the ODs and P/ODs, and if appropriate, take corrective action or document why no action was taken prior to the end of the quarter. The first e-mail will be sent in early December 2009.

Budget Adjustments (BAs) should be processed in the General Ledger System (GLS) for departments and/or accounts that have large overdrafts in some object codes and credit balances in others. For instance, adequate funds are typically not budgeted in travel or equipment object codes. These are two areas which you should consider transferring budget to fund the expenses incurred.

Documentation must be maintained to demonstrate the analysis has been completed and the appropriate action has been taken (i.e. a Budget Adjustment has been processed, or notes to indicate why no action was taken). This documentation should be maintained with ledger reconciliation files for possible audit review.

Please note that Sponsored Program Accounting (SPA) will continue to monitor sponsored agreement accounts.

Please let me know if I can provide any additional information. I can be reached at 578-1623 or dtorres@lsu.edu.

xc: Chancellor Mike Martin
Provost Astrid Merget
Jerry Baudin
Eric Monday
Vice Chancellors
Vice Provosts

CAMPUS CORRESPONDENCE

Date: September 17, 2009
To: Deans, Directors and Department Heads
From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services



Subject: Changes to LaCarte Card Policies & Procedures

LSU Internal Audit has recently completed a review of the LaCarte Card Program and has made several recommendations to mitigate risks related to the use of the LaCarte card.

Effective immediately, the following changes will be made to the LaCarte Card Program:

- **All LaCarte entries must be approved by a supervisor.** Until the electronic approval process is revised to capture supervisory roles, the cardholder's supervisor must be added as a "Reviewer" to the BF which will prompt an e-mail notification to the supervisor to review and approve the entry. After the supervisory approval has been obtained, the LaCarte entry should be routed for final approval to the departmental employee who holds final "Release Authority". LaCarte cardholders with final "Release Authority" can no longer be the only approver of their own LaCarte purchases. Accounts Payable & Travel cannot accept and release any LaCarte entries into the General Ledger System (GLS) without supervisory approvals.
- **All purchases made via PayPal or another third party processor must be approved in advance by the cardholder's supervisor.** It was found there was an inherent risk in purchases made on e-Bay and other websites in which PayPal is used to process payments. The auditors determined it was difficult to ascertain that purchases made on these sites are for a legitimate business purpose and from a legitimate and appropriate vendor. To aid in the approval process, a new AS form has been created – Form AS150 "PayPal Transaction Documentation & Approval". This form must be attached to any LaCarte entry that includes a PayPal transaction. A copy of the form is attached for your convenience. The form can also be found on the Accounts Payable & Travel website under AS Forms.

Please let me know if I can provide any additional information. I can be reached at 578-1623 or dtorres@lsu.edu.

Attachment

xc: Chancellor Michael Martin
Provost Astrid Merget
Jerry J. Baudin
Eric N. Monday
Vice Chancellors



PAYPAL TRANSACTION DOCUMENTATION & APPROVAL

AS150

Request Date _____

Department		
Contact		
Phone	Fax	E-mail

Purchaser Information		
Name		
Address		
City	State	Zip

Vendor Information		
Vendor Name		
Address		
City	State	Zip

Description	Quantity	Unit	Unit Price	Total Price
Total *				

* A copy of the PayPal Transaction Detail must be attached.

I certify that the item(s) listed above is a legitimate University purchase.

Approval	Signature	Title	Date
Employee			
Supervisor			



CAMPUS CORRESPONDENCE

To: Deans, Directors and Department Heads

Date: August 11, 2009

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

Re: On-line Self-Booking Reservation System, GET THERE

LSU, in partnership with Carlson Wagonlit Travel, is in the process of implementing an on-line self-booking reservation system called **Get There**. This system will offer travelers the convenience of making their own travel arrangements on airfare, lodging and vehicle rentals - 24 hours a day. Carlson Wagonlit believes that Get There is the fastest, easiest to use, and most flexible booking engine on the market - relying on open-systems technology, a new user interface, and a host of advanced features.

Using the on-line self-booking system, travelers will be able to:

- Check flight schedules as well as rental car and hotel availability – all including negotiated discounts.
- View and book web-fare reservations on a single site.
- Make travel reservations and request tickets.
- Check up-to-the-minute flight status – arrival, departure and gate information.
- Obtain destination information prior to departure.
- Update their travel profile.

The booking fee will be at a 50% discount - **\$12**. In addition, if a traveler uses Get There for their air reservations, the traveler will be allowed to use their LaCarte card to pay for airfare, lodging and other reimbursable travel expenses. The only out-of-pocket expense for the traveler will be meal per diem. The traveler will be required to request reimbursement for meal per diem - meals will not be allowed on LaCarte.

While Get There is in the beta testing phase, Accounts Payable & Travel is working diligently to incorporate the addition of travel onto the LaCarte card. A spreadsheet will be attached if there are active LaCarte cardholders in your department. In order to have travel authority added, the spreadsheet must be completed by marking "Yes" or "No" for each cardholder, and the spreadsheet must be approved by the department head. The single purchase limit for travel will be \$5,000 (monthly limit of \$40,000). For employees who are not on the list, but do travel on university business, they are encouraged to complete a LaCarte Enrollment form and submit it to Accounts Payable to have a LaCarte card issued. Once the LaCarte card arrives, Accounts Payable will contact the employee to attend a LaCarte Distribution session to receive their card. The LaCarte Distribution session provides a brief overview of the LaCarte Card Program, which includes the cardholder's responsibility, allowable expenditures, and the reconciliation process in the on-line Procurement Card (PCARD) system.

Accounting Services and Accounts Payable & Travel are very proud to introduce this new on-line booking tool and the expansion of the LaCarte Card Programs. Offering LaCarte as a means of payment for travel expenses will alleviate the burden of out-of-pocket travel expenses and minimize Travel Expense Reimbursement Requests.

If you have any questions, please do not hesitate to contact me at 578-1623, Patrice Gremillion at 578-3366, or Lindsay Berthelot at 578-1538.

As always, thank you for continued support and cooperation.

xc: Chancellor Michael Martin
Provost Astrid Merget
Vice Chancellor Jerry Baudin