



CAMPUS CORRESPONDENCE

To: Deans, Directors, Department Heads

Date: July 21, 2003

Rev: September 12, 2007

From: Purchasing Office

Subject: Use of Store Credit Accounts

We have been notified that some departments are setting up credit card accounts with individual businesses. These businesses are partnering with credit card companies/banks to provide credit services in lieu of the in-store credit accounts.

Either the department is being provided with a credit card application that must be signed and submitted for further processing, or they are being provided a certificate or credit card automatically without any application. Phoning in an activation number or simply using the card automatically commits a department to all terms and conditions of the particular program(s).

These account agreements contain terms which conflict with state law. There is also a possibility that the person signing the agreement can be held personally liable for the charges. We find these accounts to be unacceptable and are instructing departments not to enter into these agreements.

Should you have a need to conduct business with a vendor requiring use of a credit card, you are encouraged to use the State's Purchasing Card Program, LaCarte, which allows purchases at all businesses accepting VISA credit cards without having to enter into local business agreements.

To enroll in the LaCarte program, see the Accounts Payable website, <http://www.fas.lsu.edu/acctservices/acctpay/forms/PC%20enroll.pdf>, or call 8-1550.

We appreciate your cooperation in this matter.

Rose Mary Wilhelm, CPPB
Executive Director of Procurement Services
and Property Management

RMW:vp