

PURCHASES / EXPENDITURES INFO

In accordance with AgCenter and state regulations, AgCenter employees are not able to make purchases/expenditures using AgCenter funds, regardless of the type of funds (state, federal, grant, etc.) without proper ***advance authorization***. Routine purchases/expenditures, as well as air fare and lodging while traveling, are generally made using an AgCenter **LaCarte** credit card. Travelers may also use personal credit cards and seek reimbursement for allowable travel expenses upon completion of their trip. (LaCarte cannot be used to cover meals and/or personal incidental expenses.) The manner in which purchases/expenditures are made varies based on the unit's specific procedures and the employee's job responsibilities. If you will need to make purchases/expenditures in the course of your AgCenter employment, you should discuss with your supervisor the manner in which this will be handled.

If you are asked to secure a LaCarte card, please use the following link for the appropriate forms.

LaCarte Enrollment Form:

<http://www.fas.lsu.edu/acctservices/forms/ap/AS700.pdf>