

Supply Chain Management

Purchasing, Direct Pay and Travel

Purchasing – all purchases made by the University are governed by policy

*Note: Four uses of State General Funds are always prohibited: the purchase of alcohol, food, flowers, and plaques and awards. Other uses may be prohibited at times, such as the Governor issuing an executive order after Katrina banning all travel on SGF. Plaques and awards for **STUDENTS** can be made with non-sgf's (Fund 113). For faculty and staff plaques and awards can only be purchased with foundation funds.*

Direct Pay – process used to request the University to cut a physical check to pay for items. Direct Pay is used to reimburse for items purchased (original receipt needed) or used to request a check for one time purchases such as subscriptions, dues, or contracts requiring a single payment.

P card – Credit card used to pay for items that do not require bidding.

- should always be used in lieu of a direct pay when possible

University Travel – reimbursement for travel on behalf of the University

Travel

International Travel – Any employee who wishes to get reimbursed for travel either by LSUHSC or the LSUHSC Foundation must submit a request to the School of Medicine International Travel Committee. Employees should contact the Dean's office of Faculty Affairs for further information http://www.medschool.lsuhs.edu/faculty_affairs/dean.asp. For LSUHSC's purposes, domestic travel is considered inside the 50 states, Canada, and Mexico. All amounts requested for approval must be in US currency so that the approvers of the forms understand what they are reviewing. These figures serve as a guide only the travel office may adjust conversions prepared by the traveler or department.

All of the functions administered by supply chain management are governed by State and internal regulations which must be strictly adhered to. In all instances, the more stringent policy will govern the transaction and the rules/regulations are updated each Fiscal Year. Supply Chain Management has a website which outlines in detail the policies and procedures that this manual will not attempt to duplicate. The link to their website is: <http://www.lsuhs.edu/no/administration/supplychain/>

CBA – Centrally Billed Account

Credit card held by the dean's office to pay for the travel of guests of the University, employees who make less than \$30,000 per year, or employees who are ineligible to get a

state corporate travel credit card. Proof of rejection is required for employees who wish to qualify for payment using the account.

State Contracted Airfare

All travel on state contracted airfare must be purchased with a State of Louisiana Corporate Travel Card or the Dean's office CBA. Only travel listed under the previous CBA section can be purchased with a CBA.

Signatures Required for Travel (Dean's office policy)

Signatures are required by the dean's office for the following travel documents only:

- Business Manager and Assistant Business Manager out of state travel – prior alone – voucher does not need to be routed through the dean's office provided that it is within the limits on the prior.
- Chairman Travel – priors and vouchers
- Priors with Exceptions – Rental cars, conference lodging, etc.