

FINANCE AND AUDIT COMMITTEE

(Following the Personnel Affairs Committee)

Monday, February 13, 2012

Board of Supervisors' Meeting Room

2nd Floor, J.S. Clark Administration Building

Southern University and A & M College

Baton Rouge, Louisiana 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Financial Status Report, as of December 31, 2011, SU System entities
 - B. Request for approval to increase SU Lab School tuition fees and athletic fees, SUBR
 - C. State Liability Travel Card Program Policies and Procedures for the Southern University System entities
 - D. Educational Assistance Scholarship Program Policy, SUS
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron K. Lawson – Chair; Atty. Warren A. Forstall - Vice Chair
Atty. Murphy F. Bell, Jr., Atty. Walter C. Dumas, Mr. Willie E. Hendricks
Dr. Eamon M. Kelly, Mr. Demetrius D. Sumner
Mr. Darren G. Mire - Ex Officio

**Southern University System Totals
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012**

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 32,444,852	\$ 24,976,490	\$ 57,421,342	\$ 57,508,557	56.4%	\$ (87,215)
Statutory Dedicated	1,191,893	3,410,901	4,602,794	\$ 4,654,593	25.6%	(51,799)
Funds Due From Mgmt or BOR	747,188	820,620	1,567,808	\$ 1,567,808	47.7%	-
Federal	3,379,752	0	3,379,752	\$ 3,379,752	100.0%	-
Self Generated						
Tuition - Fall 2011	21,060,586	-	21,060,586	\$ 20,966,339	100.4%	94,247
Tuition - Spring 2012	-	19,746,128	19,746,128	\$ 19,757,788	0.0%	(11,660)
Tuition - Summer	1,399,142	2,943,343	4,342,485	\$ 4,339,485	32.2%	3,000
Out-of-State Fees	5,820,765	916,431	6,737,196	\$ 6,618,036	88.0%	119,160
Other	10,786,777	8,175,272	18,962,049	\$ 20,700,879	52.1%	(1,738,830)
Total Revenues	\$ 76,830,954	\$ 60,989,186	\$ 137,820,140	\$ 139,493,238	55.1%	\$ (1,673,098)
Expenditures by Object						
Salaries	\$ 36,518,571	\$ 35,237,058	\$ 71,755,628	\$ 73,324,405	49.8%	\$ (1,568,777)
Other Compensation	464,752	\$ 166,964	631,716	371,477	125.1%	260,239
Related Benefits	14,306,130	\$ 14,574,531	28,880,661	29,384,405	48.7%	(503,744)
Total Personal Services	\$ 51,289,452	\$ 49,978,553	\$ 101,268,005	\$ 103,080,287	49.8%	\$ (1,812,282)
Travel	\$ 253,700	\$ 542,031	795,732	\$ 792,357	32.0%	3,375
Operating Services	8,055,707	\$ 8,812,506	16,868,212	17,071,225	47.2%	(203,013)
Supplies	536,571	\$ 913,321	1,449,892	1,465,892	36.6%	(16,000)
Total Operating Expenses	\$ 8,592,277	\$ 9,725,827	\$ 18,318,105	\$ 18,537,117	46.4%	\$ (219,012)
Professional Services	194,728	\$ 410,186	604,914	547,440	35.6%	57,474
Other Charges	611,660	4,437,375	5,049,035	5,580,537	11.0%	(531,502)
Debt Services	-	75,542	75,542	75,542	0.0%	-
Interagency Transfers	500,000	3,210,927	3,710,927	3,460,927	14.4%	250,000
Total Other Charges	\$ 1,306,388	\$ 8,134,030	\$ 9,440,418	\$ 9,664,446	13.5%	\$ (224,028)
General Acquisitions	32,055	\$ 602,897	634,952	635,952	5.0%	(1,000)
Library Acquisitions	488,477	\$ 171,469	659,946	661,946	73.8%	(2,000)
Major Repairs	11,614	\$ 526,797	538,411	538,411	2.2%	-
Total Acquist. & Major Repairs	\$ 532,145	\$ 1,301,164	\$ 1,833,309	\$ 1,836,309	29.0%	\$ (3,000)
Scholarships	\$ 2,742,151	\$ 2,860,571	5,602,722	\$ 5,582,722	49.1%	20,000
Total Expenditures	\$ 64,716,114	\$ 72,542,177	\$ 137,258,291	\$ 139,493,238	46.4%	\$ (2,234,947)

Southern University Board and System Administration
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 1,545,058	\$ 755,019	\$ 2,300,077	\$ 2,300,077	67.2%	\$ -
Statutory Dedicated						-
Funds Due From Mgmt or BOR						-
Federal						-
Self Generated						-
Tuition - Fall 2011						-
Tuition - Spring 2012						-
Tuition - Summer						-
Out-of-State Fees						-
Other						-
Total Revenues	\$ 1,545,058	\$ 755,019	\$ 2,300,077	\$ 2,300,077	67.2%	\$ -
Expenditures by Object						
Salaries	\$ 486,692	\$ 689,783	\$ 1,176,475	\$ 1,176,475	41.4%	0
Other Compensation	4,933	52,067	57,000	57,000	8.7%	0
Related Benefits	124,430	281,335	405,765	405,765	30.7%	0
Total Personal Services	\$ 616,055	\$ 1,023,185	\$ 1,639,240	\$ 1,639,240	37.6%	0
Travel	36,596	53,535	90,131	90,131	40.6%	0
Operating Services	17,579	25,921	43,500	43,500	40.4%	0
Supplies	6,920	8,080	15,000	15,000	46.1%	0
Total Operating Expenses	\$ 24,499	\$ 34,001	\$ 58,500	\$ 58,500	41.9%	0
Professional Services	-	-				
Other Charges	-	12,206	12,206	12,206	0.0%	0
Debt Services	-	-				
Interagency Transfers	-	500,000	500,000	500,000	0.0%	0
Total Other Charges	\$ -	\$ 512,206	\$ 512,206	\$ 512,206	0.0%	0
General Acquisitions	-	-				-
Library Acquisitions	-	-				-
Major Repairs	-	-				-
Total Acquist. & Major Repairs	\$ -	\$ -	\$ -	\$ -		\$ -
Scholarships	-	-				-
Total Expenditures	\$ 677,150	\$ 1,622,927	\$ 2,300,077	\$ 2,300,077	29.4%	\$ -

Southern University - Baton Rouge
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 17,600,566	\$ 13,482,834	\$ 31,083,400	\$ 31,083,400	56.6%	\$ -
Statutory Dedicated	529,080	1,339,992	1,869,072	1,869,072	28.3%	-
Funds Due From Mgmt or BOR	747,188	820,620	1,567,808	1,567,808	47.7%	-
Federal		0	0	0	0.0%	-
Self Generated			-	0	0.0%	(0)
Tuition - Fall 2011	11,130,988	-	11,130,988	10,892,459	102.2%	238,529
Tuition - Spring 2012		10,296,907	10,296,907	10,296,907	0.0%	(0)
Tuition - Summer	968,596	1,628,523	2,597,119	2,597,119	37.3%	-
Out-of-State Fees	4,562,824	570,415	5,133,239	5,133,239	88.9%	-
Other	7,817,873	5,742,575	13,560,448	15,299,766	51.1%	(1,739,318)
Total Revenues	\$ 43,357,115	\$ 33,881,867	\$ 77,238,982	\$ 78,739,771	55.1%	\$ (1,500,789)
Expenditures by Object						
Salaries	\$ 20,558,283	\$ 18,194,272	\$ 38,752,555	\$ 40,045,729	51.3%	\$ (1,293,174)
Other Compensation	199,580	36,897	236,477	236,477	84.4%	-
Related Benefits	8,531,355	9,130,150	17,661,505	18,107,649	47.1%	(446,144)
Total Personal Services	\$ 29,289,218	\$ 27,361,319	\$ 56,650,537	\$ 58,389,855	50.2%	\$ (1,739,318)
Travel	\$ 37,952	\$ 246,130	\$ 284,082	\$ 284,082	13.4%	-
Operating Services	4,956,455	4,188,452	9,144,907	9,144,907	54.2%	-
Supplies	284,555	558,755	843,310	843,310	33.7%	-
Total Operating Expenses	\$ 5,241,010	\$ 4,747,207	\$ 9,988,217	\$ 9,988,217	52.5%	\$ -
Professional Services	50,493	235,174	285,667	285,667	17.7%	-
Other Charges	235,178	3,555,195	3,790,373	3,790,373	6.2%	-
Debt Services	-	0	0	0	0.0%	-
Interagency Transfers	-	752,003	752,003	752,003	0.0%	-
Total Other Charges	\$ 285,671	\$ 4,542,372	\$ 4,828,043	\$ 4,828,043	5.9%	\$ -
General Acquisitions	11,961	341,165	353,126	353,126	3.4%	-
Library Acquisitions	112,735	24,914	137,649	137,649	81.9%	-
Major Repairs	-	41,449	41,449	41,449	0.0%	-
Total Acquist. & Major Repairs	\$ 124,695	\$ 407,529	\$ 532,224	\$ 532,224	23.4%	\$ -
Scholarships	\$ 2,399,889	\$ 2,317,461	\$ 4,717,350	\$ 4,717,350	50.9%	-
Total Expenditures	\$ 37,378,434	\$ 39,622,019	\$ 77,000,453	\$ 78,739,771	47.5%	\$ (1,739,318)

**Southern University Law Center
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012**

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	2,494,331	2,316,984	4,811,315	4,811,315	51.8%	-
Statutory Dedicated	45,117	158,933	204,050	204,050	22.1%	-
Funds Due From Mgmt or BOR			-			-
Federal			-			-
Self Generated			-			-
Tuition - Fall 2011	2,936,769	-	2,936,769	2,913,005	100.8%	23,764
Tuition - Spring 2012		2,699,207	2,699,207	2,699,207	0.0%	-
Tuition - Summer	293,648	344,718	638,366	638,366	46.0%	-
Out-of-State Fees	1,143,184	235,366	1,378,550	1,378,550	82.9%	(1)
Other	1,047,999	547,614	1,595,613	1,595,613	65.7%	-
Total Revenues	7,961,048	6,302,822	14,263,870	14,240,106	55.9%	23,764
Expenditures by Object						
Salaries	3,571,603	3,579,057	7,150,660	7,150,660	49.9%	-
Other Compensation		-	-	-		-
Related Benefits	1,012,724	1,198,388	2,211,112	2,211,112	45.8%	-
Total Personal Services	\$ 4,584,327	\$ 4,777,445	\$ 9,361,772	\$ 9,361,772	49.0%	-
Travel	\$ 98,650	92,150	\$ 190,800	\$ 190,800	51.7%	-
Operating Services	306,461	1,598,325	1,904,786	1,881,022	16.3%	23,764
Supplies	51,739	104,461	156,200	156,200	33.1%	-
Total Operating Expenses	\$ 358,200	\$ 1,702,786	\$ 2,060,986	\$ 2,037,222	17.6%	\$ 23,764
Professional Services	20,445	132,055	152,500	152,500	13.4%	-
Other Charges	-	129,050	129,050	129,050	0.0%	-
Debt Services	-	-	-	-		-
Interagency Transfers	-	966,200	966,200	966,200	0.0%	-
Total Other Charges	\$ 20,445	\$ 1,227,305	\$ 1,247,750	\$ 1,247,750	1.6%	-
General Acquisitions	12,389	193,211	205,600	205,600	6.0%	-
Library Acquisitions	325,653	124,347	450,000	450,000	72.4%	-
Major Repairs	11,614	485,348	496,962	496,962	2.3%	-
Total Acquist. & Major Repairs	\$ 349,656	\$ 802,906	\$ 1,152,562	\$ 1,152,562	30.3%	-
Scholarships	\$ 190,500	\$ 59,500	\$ 250,000	\$ 250,000	76.2%	-
Total Expenditures	5,601,778	8,662,092	14,263,870	14,240,106	39.3%	23,764

SOUTHERN UNIVERSITY AT NEW ORLEANS

General Fund Budget Projections

For Fiscal Year Ending June 30, 2012

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 5,612,492	\$ 4,232,794	\$ 9,845,286	\$ 9,932,501	56.5%	\$ (87,215)
Statutory Dedicated	151,231	\$ 381,221	532,452	584,251	25.9%	(51,799)
Funds Due From Mgmt or BOR			-			-
Federal			-			-
Self Generated			-			-
Tuition - Fall 2011	4,108,471		4,108,471	4,300,410	95.5%	(191,939)
Tuition - Spring 2012		3,901,209	3,901,209	3,901,209	0.0%	-
Tuition - Summer		800,000	800,000	800,000	0.0%	-
Out-of-State Fees	114,757	105,000	219,757	100,597	114.1%	119,160
Other	1,741,680	876,966	2,618,646	2,618,646	66.5%	-
Total Revenues	\$ 11,728,631	\$ 10,297,190	\$ 22,025,821	\$ 22,237,614	52.7%	\$ (211,793)
Expenditures by Object						
Salaries	\$ 6,257,141	\$ 6,449,418	\$ 12,706,559	\$ 12,802,162	48.9%	\$ (95,603)
Other Compensation	260,239		260,239		0%	260,239
Related Benefits	2,705,472	\$ 2,013,200	4,718,672	4,718,672	57.3%	-
Total Personal Services	\$ 9,222,852	\$ 8,462,618	\$ 17,685,470	\$ 17,520,834	52.6%	\$ 164,636
Travel	\$ 18,375		\$ 18,375		0.0%	\$ 18,375
Operating Services	1,558,945	\$ 464,570	2,023,515	2,235,992	69.7%	(212,477)
Supplies	108,436	\$ 36,230	144,666	144,666	75.0%	0
Total Operating Expenses	\$ 1,667,382	\$ 500,800	\$ 2,168,182	\$ 2,380,658	70.0%	\$ (212,476)
Professional Services	89,572		89,572		0.0%	89,572
Other Charges	77,011	\$ 347,063	424,074	946,658	8.1%	(522,584)
Debt Services			-			-
Interagency Transfers	500,000	\$ 604,092	1,104,092	854,092	58.5%	250,000
Total Other Charges	\$ 666,583	\$ 951,155	\$ 1,617,738.15	\$ 1,800,750	37.0%	\$ (183,012)
General Acquisitions			-			-
Library Acquisitions	993	\$ 19,007	20,000	20,000	5.0%	0
Major Repairs			-	-	0.0%	-
Total Acquist. & Major Repairs	\$ 993	\$ 19,007	\$ 20,000	\$ 20,000	5.0%	\$ 0
Scholarships	\$ 151,762	\$ 363,610	\$ 515,372	\$ 515,372	29.4%	-
Total Expenditures	\$ 11,727,947	\$ 10,297,190	\$ 22,025,137	\$ 22,237,614	52.7%	\$ (212,477)

**Southern University at Shreveport
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012**

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 3,600,564	\$ 3,085,572	\$ 6,686,136	\$ 6,686,136	53.9%	\$ -
Statutory Dedicated	136,008	55,202	191,210	191,210	71.1%	-
Funds Due From Mgmt or BOR			-	-	-	-
Federal			-	-	-	-
Self Generated						
Tuition - Fall 2011	2,884,358	-	2,884,358	2,860,465	100.8%	23,893
Tuition - Spring 2012		2,848,805	2,848,805	2,860,465	0.0%	(11,660)
Tuition - Summer	136,898	170,102	307,000	304,000	45.0%	3,000
Out-of-State Fees	-	5,650	5,650	5,650	0.0%	-
Other	79,225	1,008,117	1,087,342	1,086,854	7.3%	488
Total Revenues	\$ 6,837,053	\$ 7,173,448	\$ 14,010,501	\$ 13,994,780	48.9%	\$ 15,721
Expenditures by Object						
Salaries	\$ 3,652,463	\$ 4,019,971	\$ 7,672,434	\$ 7,852,434	46.5%	\$ (180,000)
Other Compensation	-	-	-	-		-
Related Benefits	1,315,046	1,345,900	2,660,946	2,718,546	48.4%	(57,600)
Total Personal Services	\$ 4,967,509	\$ 5,365,871	10,333,380	\$ 10,570,980	47.0%	\$ (237,600)
Travel	20,204	13,471	33,675	48,675	41.5%	(15,000)
Operating Services	1,027,936	934,128	1,962,064	1,972,064	52.1%	(10,000)
Supplies	54,851	40,256	95,107	111,107	49.4%	(16,000)
Total Operating Expenses	\$ 1,082,787	\$ 974,384	\$ 2,057,171	\$ 2,083,171	52.0%	\$ (26,000)
Professional Services	23,135		23,135	55,233	41.9%	(32,098)
Other Charges	210,171	393,861	604,032	617,250	34.0%	(13,218)
Debt Services	-	75,542	75,542	75,542	0.0%	-
Interagency Transfers	-	388,632	388,632	388,632	0.0%	-
Total Other Charges	\$ 233,306	\$ 858,035	\$ 1,091,341	\$ 1,136,657	20.5%	\$ (45,316)
General Acquisitions	-		-	1,000	0.0%	(1,000)
Library Acquisitions	49,096	3,201	52,297	54,297	90.4%	(2,000)
Major Repairs			-	-	-	-
Total Acquist. & Major Repairs	\$ 49,096	\$ 3,201	\$ 52,297	\$ 55,297	88.8%	\$ (3,000)
Scholarships		120,000	120,000	100,000	0.0%	20,000
Total Expenditures	\$ 6,352,902	\$ 7,334,962	\$ 13,687,864	\$ 13,994,780	45.4%	\$ (306,916)

Southern University Agricultural Research and Extension Center
General Fund Budget Projections
For Fiscal Year Ending June 30, 2012

	Actual as of 12/31/11	Projected 1/1/12-6/30/12	Total FY 2011-12	Budget as of 12/31/11	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$ 1,591,841	\$ 1,103,287	\$ 2,695,128	\$ 2,695,128	59.1%	\$ 0
Statutory Dedicated	330,457	1,475,553	1,806,010	1,806,010	18.3%	(0)
Funds Due From Mgmt or BOR			-			-
Federal	3,379,752		3,379,752	3,379,752	100.0%	-
Self Generated			-			-
Tuition - Fall 2011			-			-
Tuition - Spring 2012			-			-
Tuition - Summer			-			-
Out-of-State Fees			-			-
Other	100,000	-	100,000	100,000	100.0%	\$ -
Total Revenues	\$ 5,402,050	\$ 2,578,840	\$ 7,980,890	\$ 7,980,890	67.7%	\$ 0
Expenditures by Object						
Salaries	\$ 1,992,388	\$ 2,304,557	\$ 4,296,945	\$ 4,296,945	46.4%	\$ -
Other Compensation		78,000	78,000	78,000	0.0%	-
Related Benefits	617,103	605,558	1,222,661	1,222,661	50.5%	-
Total Personal Services	\$ 2,609,491	\$ 2,988,115	\$ 5,597,606	\$ 5,597,606	46.6%	\$ -
Travel	41,924	136,745	178,669	178,669	23.5%	-
Operating Services	188,330	1,601,110	1,789,440	1,793,740	10.5%	(4,300)
Supplies	30,070	165,539	195,609	195,609	15.4%	-
Total Operating Expenses	\$ 218,400	\$ 1,766,649	\$ 1,985,049	\$ 1,989,349	11.0%	\$ (4,300)
Professional Services	11,083	42,957	54,040	54,040	20.5%	-
Other Charges	89,300	-	89,300	85,000	105.1%	4,300
Debt Services			\$ -			-
Interagency Transfers			\$ -			-
Total Other Charges	\$ 100,383	\$ 42,957	\$ 143,340	\$ 139,040	72.2%	\$ 4,300
General Acquisitions	7,705	68,521	76,226	76,226	10.1%	-
Library Acquisitions			\$ -			-
Major Repairs			\$ -			-
Total Acquist. & Major Repairs	\$ 7,705	\$ 68,521	\$ 76,226	\$ 76,226	10.1%	\$ -
Scholarships			\$ -			-
Total Expenditures	\$ 2,977,903	\$ 5,002,987	\$ 7,980,890	\$ 7,980,890	37.3%	\$ -



OK
MA 1.31.12

Office of the Chancellor
P.O. Box 9374
Baton Rouge, Louisiana 70813

Voice: (225) 771-5020
FAX: (225) 771-5075

January 31, 2012

President Ronald Mason, Jr.
Southern University System
J. S. Clark Adm. Bldg.
Baton Rouge, LA 70813

Dear President Mason:

Attached is an additional item to be placed on the board's agenda for its February 13th Board Meeting.

- Request for approval to increase SU Lab School tuition fees and athletic fees.

Should you have questions or require additional information, please let us know.

Sincerely,

A handwritten signature in cursive script, appearing to read 'James L. Llorens'.

James L. Llorens
Chancellor, SUBR

JLL/swm



SOUTHERN
UNIVERSITY
Agricultural & Mechanical College
LABORATORY SCHOOL

225.771.3490 - Telephone
 225.771.2782 - Fax
 www.eulabechool.org

Ronnie Harrison, Ed.D, Director
 Dean Rebecca Marshall (Pre-K-8)
 Dean Nakia "Nick" Mitchell (9-12)

January 27, 2012

Dr. James Llorens
 CHANCELLOR
 Southern University
 Baton Rouge, LA 70813

RE: Tuition Increase (2012-2013)

Dear Dr. Llorens:

Southern University Laboratory School has been receiving a financial subsidy from Southern University for a number of years. It has been noted that the University can no longer subsidize the Laboratory School. I am proposing that the Southern University Board of Supervisors approve a \$500 increase (\$250 per semester) in tuition for the 2012-2013 school year. In addition, I am also requesting an additional \$80 increase (\$40 per semester) to help support the athletic program at the Laboratory School.

Current Tuition and Fees 2011-2012 - Per Semester

Grade	Registration	Athletic Fee	Lunch	Class Fee	Yearbook	Student Council	Locker Fee	Total
K	\$999.00	\$40.00	\$381.00	\$10.00	\$25.00	\$0.00	\$0.00	\$1,455.00
1 st - 5 th	\$997.00	\$40.00	\$321.00	\$10.00	\$25.00	\$0.00	\$0.00	\$1,393.00
6 th - 12 th	\$997.00	\$40.00	\$321.00	\$10.00	\$25.00	\$5.00	\$5.00	\$1,403.00

Proposed Tuition and Fees 2012-2013 - Per Semester

Grade	Registration	Athletic Fee	Lunch	Class Fee	Yearbook	Student Council	Locker Fee	Total
K	\$1,249.00	\$80.00	\$381.00	\$10.00	\$25.00	\$0.00	\$0.00	\$1,745.00
1 st - 5 th	\$1,247.00	\$80.00	\$321.00	\$10.00	\$25.00	\$0.00	\$0.00	\$1,683.00
6 th - 12 th	\$1,247.00	\$80.00	\$321.00	\$10.00	\$25.00	\$5.00	\$5.00	\$1,693.00

*LSU Lab School's tuition is \$4,876.00 per year for students in grades K-5 and \$4,921.00 for students in grades 6-12. There are no reductions for multiple children or students of LSU employees.

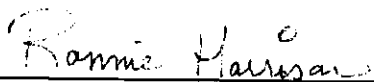
We will implement a payment plan for parents to assist in the tuition increase beginning 2012-2013.

Students can qualify for deferments if parents pay 50% (instead of 75%) and thereafter pay equal installments for the remainder of each semester. This will assist parents with payments in this difficult time and also possibly increase student enrollment.

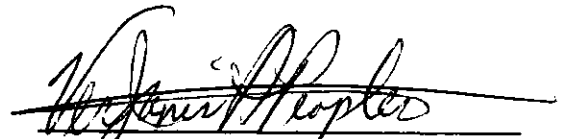
Dr. James Llorens
Page 2
January 27, 2012

Thanks for your support and I look forward to hearing from you soon.

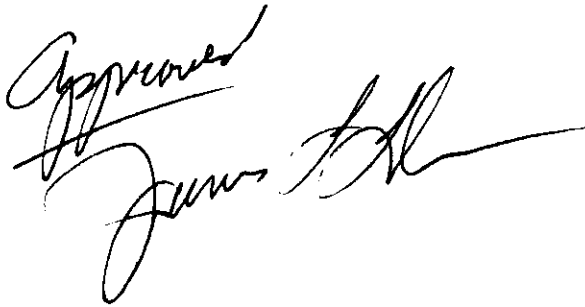
Sincerely,



Ronnie Harrison, Ed.D, Director



Dr. VerJanis A. Peoples, Dean
College of Education





**Southern University System
and
Southern University Campuses
State Liability
Travel Card Program (T-Card)
Policies and Procedures**

SU System and SU Campuses

CREATED: 01/12



**SU System and SU Campuses
State Liability Travel Card Program (T-Card)**

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INTRODUCTION AND PURPOSE

The State of Louisiana Liability Travel Card Program, “**T-Card**” is a VISA credit card issued by the Credit Card Company (Bank of America) for the State of Louisiana. The card is a tool used to manage travel and accounting by enabling employees to travel with the convenience of a credit card while maintaining control. The use of this card is not to exceed \$10,000 in accordance with the State of Louisiana Statewide State Liability Travel card and CBA Policy.

SU System and SU Campuses have entered into an agreement with the State of Louisiana and the Louisiana State Approved Credit Card Company (Bank of America) to participate in this travel card program. The travel card will provide qualified employees of the SU System and SU Campuses with a VISA travel card for allowable travel related purposes.

These policies and procedures are not intended to replace current PPM49 Travel Policies or the Statewide State Liability Travel Card and CBA Policies, Rules and Regulations, Louisiana Statutes or Executive Orders.

As a State agency, SU System and SU Campuses must adhere to certain State and Federal regulations and laws. Cardholders are expected to make sound business decisions in the best interest of the SU System and SU Campuses and the State of Louisiana. To ensure compliance with these requirements, cardholders must comply with the policies outlined in the application and the cardholder agreement. The policies in the application and agreement, as well as any revisions by the University Finance and Administration Division pertaining to this program, must be followed when using the travel **T-card**.

BENEFITS

Cardholders are allowed to travel without the need to obtain a Travel Advance or use personal funds much faster and easier than before. The University benefits from reduced paperwork and processing time by the user’s department, Purchasing and Accounts Payable. This savings in time and money can prove to be substantial. In addition, the number of checks processed to multiple travelers is reduced by issuing one payment each billing cycle to Bank of America, the card provider. Use of the **T-card** ensures the traveler/vendor more timely payment. It also simplifies the number of invoices processed by Accounts Payable. One monthly invoice is paid to Bank of America versus handling large volumes of invoices.

SU SYSTEM AND SU CAMPUSES STATE LIABILITY TRAVEL CARD PROGRAM POLICY REQUIREMENTS

The following is language contained in the State of Louisiana Statewide State Liability Travel Card and CBA Policy.

A. Card Issuance

1. Cards are to be issued in the name of the State of Louisiana employees only.
2. Cardholders must be approved by appropriate University authority.
3. Cardholder must secure and control card at all times.
4. Cardholders must sign a Cardholder Agreement form and complete training prior to a card being issued.
5. Cardholder shall be given a copy of the State and agency policies and procedures for the **T-card** Program.
6. Cardholder shall notify the program administrator if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.
7. Cardholder shall notify program administrator if use of a card has changed and lower or higher limits are necessary.
8. Cardholder shall never accept cash in lieu of a credit to the travel card account.
9. Cards will be embossed with State of Louisiana, Department Name, Employee Name, Employee account number and State tax-exempt number.
10. The SU System and SU Campuses pursuant to the card holder agreement reserves the right to payroll deduct any unauthorized or disallowed charges to the T-card.

B. Card Use

1. **T-card** is limited to use:
 - a) By individual state employees authorized by the University.
 - b) By cardholder for card holders travel only.
 - c) For official state use only.
 - d) On State/agency approved Merchant Category Codes (MCC).
2. **T-card** shall not be used (regardless of dollar amount):
 - a) **Never use Travel Card for personal use.**
 - b) Never use Travel Card for group travel.
 - c) Never use Travel Card for multiple travelers.
 - d) Never use Travel Card for Food/Incidentals.
 - e) Never use Travel Card for Gift Cards and/or Gift Certificates, as they are considered cash and taxable, without prior approval by the Office of State Travel.
 - f) Never use Travel Card to avoid appropriate procurement or payment procedures.

- g) Never use Travel Card to access cash.
- h) Never use Travel Card for entertainment.
- i) Never use Travel Card for alcohol.
- j) Never use Travel Card for fuel and maintenance.

C. Card Misuse

Fraud Purchases – any use of the **T-card** which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

An employee suspected of having misused the **T-card** with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused an impairment to the state service, and should those findings be sufficient to support such action, the employee will be subject to disciplinary action up to and including dismissal. Any such investigation and ensuing action shall be reported to the Legislative Auditor and the Director of the Office of State Travel.

Non-Approved Travel – Travel paid by a State cardholder for which payment by the state is unapproved. A non-approved travel differs from a fraud travel in that it is a non-intentional misuse of the **T-card** with no intent to deceive that agency for personal gain or for the personal gain of others.

When a non-approved travel occurs, the cardholder should be counseled to use more care in handling of the **T-card**. The counseling should be in writing and maintained in the employee's file. The employee will be required to pay for the unauthorized related travel expense. Should another incident of a non-approved travel occur within a 12 month period, the University will revoke the **T-card** and no advance for travel will be authorized.

NEVER MAKE A PAYMENT DIRECTLY TO THE BANK

In the event that an unauthorized charge is placed on the cardholder's state liability travel Card, please report the unauthorized charge to your program administrator immediately. If the payment is made directly to the bank, it will cause the monthly statement billing file to be out of balance and the University will have to determine the cause. Ultimately, it will be determined that a personal payment was made, therefore, report any unauthorized charges to your program administrator immediately.

D. Sales Tax

1. State sales tax should not be charged for State travel.
2. Cardholders should make every effort at the time of travel to avoid being charged state sales tax. (Tax forms will be provided at training or at www.doa.louisiana.gov/osp/travel.)
3. In the event state sales tax is charged and a credit is warranted, it will be the cardholder's responsibility to have the vendor-merchant (not State Approved Credit Card Agency *Bank of America*) issue a credit to the cardholder's account.
4. **No in-state sales tax will be reimbursed.**

E. Documentation

1. Ensure that documentation is adequate and sufficient to adhere to State Travel guidelines and University guidelines for recording of expenditures. **Cardholder shall not approve his/her own monthly travel log.** Your immediate supervisor must verify and sign receipts and/or travel logs certifying that the documentation is acceptable for each transaction, that it was for official state business, that it is in compliance with appropriate rules and regulations and that it has been reviewed and is approved.
2. Documentation is required for all travel and credits. Acceptable documentation must include a line description and line item pricing for the travel transactions.
3. **In instances where an employee does not have an original receipt he/she will be require to complete a missing receipt form, which must be notarized. *This form will only be allowed twice per traveler within a fiscal year, after which the use of their T-Card will be terminated.***
4. The University will maintain a permanent file of all supporting documentation in accordance with record retention laws. This file will be subject to periodic review by the Office of the Legislative Auditors and any other duly authorized auditor.

DEPARTMENTAL RESPONSIBILITIES

Once it has been determined that the **T-card** would be beneficial for the department, consider the following questions:

A. Who will be a cardholder(s)?

T-card can be issued, with department head approval, to any full-time employee of the SU System or SU Campuses who is authorized to travel. The department head/program manager submits an enrollment form that includes the following for each employee to use the card:

- 1) Name
- 2) E-mail address
- 3) Office phone number
- 4) Default account number
- 5) Department contact name, phone number, e-mail address

Applicants will be notified when the card has arrived. **Training is mandatory** prior to issuing the **T-card** to cardholders. Cardholders will learn how the program works, how to use the card, where it can be used, and what the cardholder responsibilities are under the program.

B. Who will be the departmental liaison?

The department head and/or cardholder's supervisor has the option of designating a departmental liaison to be responsible for reviewing transactions of individual cardholders to ensure the transactions are legitimate business expenses and are charged to the appropriate account number and object code.

The Department Head and/or the cardholder's supervisor and the liaison (if appointed), must receive training before any employee(s) in the department obtain a card.

Liaisons responsibilities include:

- 1) Reviewing the **T-card** cardholder purchasing log and attaching supporting documentations to the cardholder travel log.
- 2) Updating an account number/object code on the weekly cardholder travel log if a transaction is to be charged to an account number other than the default account number.
- 3) Completing and sending the Disputed Item form for disputes with vendor and/or Bank of America.
- 4) Notifying the **T-card** Administrator, using the Disputed Item form, within three to five days of any unresolved disputes, noting the reason for dispute.
- 5) Retaining copies of **T-card** entries and supporting documentation.

If a liaison is not appointed, the liaison's responsibilities automatically become the responsibilities of the cardholder's supervisor.

C. To which budget account number will cards be assigned?

Each card is assigned a default account number approved by the department head. All travel will be charged against this default account number. The cardholder or departmental liaison may change the account number for a specific travel or split the charge to multiple account numbers. Only one card will be issued to each cardholder.

Please note: *A card application identifying a grant account as the default account number must also provide the expiration date of the grant. When an expired grant is renewed or the account number is changed, it is the responsibility of the department to notify the T-card Administrator in writing, providing the new account number and its expiration date. Notifications should be approved by the cardholders' Department Head and sent to the T-card Administrator. All grant accounts associated with the T-card will be turned off 30 days prior to the expiration date.*

D. Who will reconcile the T-card cardholder travel log?

Department policy will determine reconciliation responsibility. In some departments, the cardholder will be responsible for tracking, logging, and reconciling all travel. In other departments, a designated person may be responsible for these activities, but it remains the cardholder's responsibility to provide all receipts and documentation to the person who will manage and submit the signed cardholder travel log to the **T-card** section. The journal entry for **T-card** will be an entry type in the General Ledger System. It is mandatory that receipts are reconciled and attached. **The T-card cardholder travel log with documentation must be submitted within 5 days after the return date of travel.**

E. Who will perform expense reallocations?

The person with update access who is responsible for reconciling weekly activity may be the one performing reallocations. However, the cardholder/traveler may also have this responsibility.

F. Who will provide support for card-related activities when the departmental liaison is away or on vacation?

Cross-training within the department is required for **T-card** management, including reallocation of charges to a different account number and object code and transmitting the **T-card** cardholder travel log to the T-card Section.

T-CARD CARDHOLDER'S GUIDE

The **T-card** may be issued to any full time employee authorized by the department head with the understanding that the Department Head will assume all financial responsibility except for unauthorized charges.

The **T-card** should be safeguarded with the same level of care that is given to personal credit cards. Sign the card immediately upon receipt.

Keep the **T-card** in an accessible but secure location.

Guard the card number carefully! Do not post it at a desk, write it any other place that is accessible to others, or allow a credit card merchant to keep the card number on file.

T-card is a University corporate card and will not affect your personal credit. However, it is the cardholder's responsibility to ensure that **T-card** is used within guidelines stated herein. Failure to comply with program guidelines may result in:

- Account deactivation.
- Permanent revocation of card.
- Notification to management, internal audit and/or campus security for further investigation.
- Automatic payroll deduction.
- Disciplinary measures may include (depending upon the seriousness of the offense) reprimand, probation, suspension, demotion, or dismissal.

SUSPENSION

T-card privileges will be suspended if:

- T-card documentation is greater than 30 days outstanding.
- Missing receipt form is provided in more than 2 instances within the Fiscal Year.
- T-card cardholder travel log has not been submitted with proper approval.
- Continued failure to follow T-card guidelines.
- Submit their travel expense form www.doa.louisiana.gov/osp/travel/forms.htm and all required transaction documentation, special approvals, etc. timely and in accordance with this T-card internal policy. Failure to do so should result in cancellation of Travel Card.

Cardholders with more than three suspensions will have their T-card privileges revoked. For questions concerning cardholder suspension, please contact your T-card Program Administrator at your respective campus.

REVOCAION

- Cardholder privileges will be revoked after two payroll deductions if T-card documentation has not been submitted.

The **T-card** Administrator reserves the right to revoke or request the retrieval of the **T-card** at any time and the card must be returned upon request.

ETHICS

1. Ethics

The Cardholder, as an authorized traveler for SU System and SU Campuses, must comply with the regulations relative to ethical conduct under the Code of Governmental Ethics of the Louisiana Revised Statutes.

In any involvement (direct or indirect) with outside travelers, the cardholder's only legitimate interest must be that of the SU System and SU Campuses.

2. All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the T-card Administrator.

On occasion, it may be necessary to **change information on a card**. In these cases the information on an original card application may be revised by submitting an updated enrollment form to the **T-card Administrator**. Please include the cardholder name, last four digits of credit card number and the changes desired.

The **name on a card cannot be changed**. The card must be canceled and a new application completed.

New cards are issued for a period of two years, except those cards issued during the last year of the Bank of America contract with the state.

Report a stolen, lost, or misplaced T-card immediately by calling Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year). The affected card will be automatically suspended by Bank of America. **Also, e-mail the cardholder's name and T-card number to the T-card Administrator** and a replacement card will be issued in place of the old card by the **T-card Administrator**.

Immediately reporting lost, misplaced, or stolen **T-card** cards limits the University's liability for potential charges that may occur from unauthorized use. **Failure to promptly report a lost, misplaced, or stolen T-card may result in the University seeking reimbursement from the cardholder for unauthorized charges and can also result in loss of cardholder privileges.**

The **T-card Administrator** is required to **close an account** if a Cardholder: (a) transfers to a different department and does not have travel authority for the new department or (b) terminates employment. ***(The Department Heads must notify the T-Card Administrator of all employees that will be transferred to another department or that will be terminating their employment with the SU System and/or SU Campuses between 3 to 5 working days after their first knowledge of the employee's employment status change.)***

In addition to the above reasons for closing an account, a cardholder may be subject to disciplinary action, up to and including termination, for any of the following reasons:

- The **T-card** is used for personal or unauthorized purposes.

- The **T-card** is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the State of Louisiana or Southern University.
- **The Cardholder splits a purchase to circumvent the T-Card regulations and the limitations of the T-card or split a transaction into two or more transactions to get below the single transaction limit.**
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific travel transaction.
- The Cardholder does not adhere to all of the **T-card** policies and procedures.

ALLOWABLE STATE LIABILITY TRAVEL CARD (T-CARD) TRANSACTIONS

SU System and SU Campuses allows the following transaction usage for the State Liability Travel Card Transactions:

- A) **AIRFARE** – State contracted airfare must be paid for with either a State Liability Travel Card or an Agency’s CBA account. Airfare, other than state contracted, may be charged by any means including a traveler’s personal credit card.
- B) **STATE CONTRACTED TRAVEL AGENCY FEES.**
- C) **REGISTRATION FOR CONFERENCE/WORKSHOPS** – this card may not be used for Membership Dues.
- D) **HOTEL/LODGING.**
- E) **RENTAL CAR.**
- F) **PARKING** – Only with hotel stay and combined on invoice and Park-N-Fly Parking (New Orleans, LA).
- G) **INTERNET SERVICES** – Internet services will be reimbursed for official SU System or SU Campuses business purposes only. Only with hotel stay and combined on invoice (*Must be shown on receipt*). Prior approval must be show on approved travel request before travel begins.
- H) **AIRLINE BAGGAGE FEES** – Only when combined with normal airfare cost at time of reservation. If baggage charge is invoiced/billed separately or at time of check-in, these fees are not allowed on the Travel Card without approval from Office of State Travel.
- I) **GASOLINE FOR RENTAL CAR/STATE OWNED CAR ONLY** – Not to be used if agency is part of the Fuel Card Program/Contract. However, in the event that the program is not covered in a certain area, then the travel card may be used and file must be completely documented.
- J) **SHUTTLE SERVICE** – Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc. without approval from Office of State Travel (Not if part of state fuel and maintenance contract) and Shuttle Services (Pre-Paid only).

PAYING FOR T-CARD PURCHASES

The billing cycle with Bank of America is monthly. The University will ensure that necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits.

Bank of America will send paper statements and/or an electronic file containing all cardholder transactions. These files may be used for reporting and reconciliation.

- Retain **T-card** sales slips, itemized receipts and supporting documentation.
- Reconcile travel transaction(s) reflected on the **T-card** cardholder travel log per trip. Review each charge to verify it is correct and agrees with the actual receipt. Attach receipts for each travel transaction reflected on the **T-card** cardholder travel log. If item descriptions are not provided on the receipt, indicate what the travel transaction was and provide brief explanation.
- Any reallocation of expenses to a grant must comply with applicable account restrictions. Reallocation to/from a grant to another account must occur within the same billing cycle in which the original expense occurred. Expense transfers requested after the end of the monthly cycle must comply with the established policies set forth by Sponsored Program Accounting.
- If transfers are not made in a timely fashion, and a grant is closed, the expense will be charged to the cardholder's departmental account, and if funds are not budgeted in the departmental account then the expense will be deducted from the card holders employees payroll. **(An authorized Travel Request must be done with signatures all the way up to the Comptroller's Office or equivalent (Grant Dept.) if grant is used, before travel is started by the card holder traveling.)**
- Sign and date the cardholder travel log. The cardholder travel log must be signed by a person with signature authority on the budget(s) charged by the transaction listed. If charges have been reallocated to other budgets, an appropriate signature(s) must appear next to each transaction not authorized by the person who normally signs the bottom of the **T-card** cardholder travel log.
- Send the signed transaction log and all supporting documentation to the **T-card** Administrator in the T-card Section. The **T-card** Administrator will review the transactions and retain the information for seven years.
- Be certain to track returns, credits, or disputed items for future monthly billing cycle reconciliations. In case of returns, credits, or disputed items, the cardholder is responsible for coordinating directly with the vendor and Bank of America. The cardholder is responsible for informing the **T-card** Administrator of any returns, credits, or disputed items that may affect the cardholder's account.
- After reconciliation of each billing cardholder **T-card** log, resolve any discrepancies.
- The University remits payment by automatic debit through a general operating bank account or by check.
- Individual charge transactions are received electronically each month from the Bank of America Works system. Journal Entries are manually prepared for charges to be posted to each cardholder's Banner account. If this option is not yet available, the cardholder is responsible for maintaining an accurate balance on the department account (s) or grant contract account (s).

HANDLING CREDITS AND DISPUTED TRANSACTIONS

Credit: The vendor should issue a credit for any item that has been approved for credit. **Under no circumstances should the cardholder accept cash in lieu of a credit to the T-card account.** Request a copy of the credit slip from the vendor. Keep it with the other **T-card** receipts and note the credit information on the entry. This credit may appear on a subsequent **T-card** cardholder travel log. For reconciliation purposes, be aware that the charge for the travel and the credit for a disputed item may not be on the same **T-card** cardholder travel log. Submit receipts for the original charge for the **T-card** cardholder travel log on which it appears. If it is necessary to keep the original receipt because a disputed item is being credited, enclose a photocopy of the receipt with a note on the **T-card** entry. Submit the credit receipt when it appears on the weekly **T-card** cardholder travel log.

Disputed items and billing errors: The cardholder should always attempt to resolve any disputes or billing errors directly with the vendor. If an agreement cannot be reached with the vendor, contact Bank of America at 1-888-449-2273 and notify the **T-card** Administrator. Bank of America operates its dispute process in accordance with bank card industry rules and customer service standards. Disputed charges will be processed in accordance with the applicable VISA rules. The following describes the disputed charge handling process, according to the VISA rules as supported by Bank of America on behalf of its clients:

The charge-back process:

- Cardholder notifies Bank of America to initiate dispute by notifying via telephone (1-888-449-2273) or fax (1-800-253-5846); cardholder also notifies the **T-card** Administrator who will follow the status of the claim.
- Bank of America receives data and places the charge in dispute status. Bank of America collects information necessary to support the charge-back, according to association rules, with the cooperation of the cardholder.
- Bank of America initiates the charge-back and the cardholder account is credited. The item is removed from dispute status. The merchant's bank receives the charge-back and a resolution period begins. If not, the merchant's bank will return the charge-back with accompanying support documentation.
- After reviewing the charge-back support documentation, Bank of America will:

Contact the **T-card** Administrator and re-bill the account. Contact the **T-card** Administrator and execute a second charge-back if the charge-back is disputed again (this must occur within a specified timeframe, as regulated by the bankcard industry.) Nearly all issues can be resolved using this process. If the cardholder is unable to obtain an acceptable resolution, contact the Department Liaison for assistance. The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credits appear on the Bank of America billing.

AUDITS AND CONTROLS

Auditing the disbursement of University funds for settlement of valid claims for goods and services is the responsibility of the Office of the Comptroller's. Departments using the **T-card** must do so in accordance with the internal controls and audit standards set forth by the University. Approval of an application for the use of the **T-card** by the appropriate Director, Dean, Department Head, or Administrative Officer signifies agreement that all departments/units/individuals using the approved cards will comply with the following guidelines and internal controls:

- All Departments/Units will ensure a separation of duties for processing **T-card** transactions. Audit and review of **T-card** transactions for propriety of purpose, proper documentation, use of appropriate account number and object code, and approval for payment will be performed and approved by the budget head or his/her supervisor if budget head is the cardholder.
- All **T-card** transactions will be audited/reviewed on a monthly basis for propriety of purpose. Charges not in compliance with University and State policies will be immediately reported to the cardholder's supervisor and the Comptroller or equivalent.
- All **T-card** transactions will be audited for propriety of purpose, proper documentation (receipts, invoices, etc.) valid account number and object codes, and that all corrections and adjustments are made in a timely manner.
- After auditing all cardholder travel transactions, Accounting Services will maintain records of each **T-card** transaction and the supporting documentation in an auditable state for a period of seven full fiscal years. (Support documentation for restricted and grant accounts must comply with University and granting agency requirements.) Disposal of the records will be in accordance with University policy on record retention.

WHO CAN I CALL?

To report a lost or stolen card, contact Bank of America at:

Lost or Stolen Card:

Phone: 1-888-449-2273

Fax: 1-800-253-5846

T-CARD ADMINISTRATORS LISTED BELOW FOR SU SYSTEM AND SU CAMPUSES

<p>SUBR T-Card Program Administrator Linda Roberson, Primary Administrator S. U. Baton Rouge Office of the Associate Vice Chancellor for Facilities Operations Email: linda_roberson@subr.edu Phone: 225-771-4585 Fax: 225-771-2404</p>	<p>SUBR T-Card Program Administrator Tony Moudgil, Secondary Administrator S. U. Baton Rouge Office of the Associate Vice Chancellor for Facilities Operations Email: tony-moudgil@subr.edu Phone: 225-771-4585 Fax: 225-771-2404</p>
<p>Ag Ctr. T-Card Program Administrator Gabe Gilbeaux, Primary Administrator Agricultural Research & Extension Ctr. Fiscal Services Email: gabe_gilbeaux@suagcenter.com Phone: 225-771-5782 Fax: 225-771-4464</p>	<p>Ag Ctr. T-Card Program Administrator Belinda Mack, Secondary Administrator Agricultural Research & Extension Ctr. Fiscal Services Email: belinda_mack@suagcenter.com Phone: 225-771-5782 Fax: 225-771-4464</p>
<p>Board & Systems T-Card Program Administrator Cheryl Dunn, Primary Administrator Southern University System Office of the President Email: cheryl_dunn@sus.edu Phone: 225-771-4680 Fax: 225-771-5522</p>	<p>Board & Systems T-Card Program Administrator Evola Bates, Secondary Administrator Southern University System Office of the President Email: evola_bates@sus.edu Phone: 225-771-4680 Fax: 225-771-5522</p>
<p>Law Ctr. T-Card Program Administrator Terry R. Hall, Primary Administrator S.U. Law Center Email: thall@sulc.edu Phone: 225-771-2506 Fax: 225-771-6259</p>	<p>Law Ctr. T-Card Program Administrator Earlene E. Crumpton, 1st - Secondary Administrator S.U. Law Center Email: ecrumpton@sulc.edu Phone: 225-771-2171 Fax: 225-771-3123</p> <p>----- Paula Matthews, 2nd -Secondary Administrator S. U. Law Center Email: pmatthews@sulc.edu Phone: 225-771-3138 Fax: 225-771-6259</p>
<p>SUNO T-Card Program Administrator Hazel C. Pitts, Primary Administrator S. U. New Orleans Email: hpitts@suno.edu Phone: 504-286-5148 Fax: 504-284-5473</p>	<p>SUNO T-Card Program Administrator Shawn Charles, Secondary Administrator S.U. New Orleans Email: scharles@suno.edu Phone: 504-286-5321 Fax: 504-286-5328</p>
<p>SUSLA T-Card Program Administrator Benjamin Pugh, Primary Administrator Office of the Vice Chancellor for Finance and Administration S. U. Shreveport Email: bpugh@susla.edu Phone: 318-670-9302 Fax: 318-670-6330</p>	<p>SUSLA T-Card Program Administrator Earnestine Lewis, Secondary Administrator Office of the Vice Chancellor for Finance & Administration S. U. Shreveport Email: elewis@susla.edu Phone: 318-670-9317 Fax: 318-670-6330</p>

DEFINITIONS

Airfares, State Contracted - airfares, bid by the Office of State Purchasing and Travel, which are totally refundable but higher in cost due to the last seat availability requirement of the airline. These fares are usually only used for last minute notice of travel.

State contracted airfares must be purchased with the State Liability Travel Card or an agency's CBA account.

Cardholder – The employee of the SU System and SU Campuses whose name appears on the card and who is accountable for all charges made with the card.

Cardholder Agreement Form – Agreement signed by the cardholder, prior to being issued a **T-Card Travel** card, which verifies that the cardholder has read and understands the policies and procedures of the State, SU System and SU Campuses and agrees to comply with them.

Cardholder Enrollment Form – Form containing pertinent information on cardholder necessary for statement mailing purposes, contact information, daily/monthly spending limits and budgetary controls. Form **MUST** be submitted by the cardholder to the SU System and the SU Campuses **T-Card** Administrator for completion and approval.

Cycle – the period in time between billing. For example, the State of Louisiana Travel Card closing period ends at midnight the 8th of each month. Synonymous with “billing cycle”

Cycle Limit – maximum spending (dollar) limit a Travel Card/CBA is authorized to charge in a cycle. These limits should reflect the individual's travel patterns. They are preventative controls and, as such, should be used judiciously.

Default Account – The account code assigned to an individual cardholder's card. An object code assigned to the University's budget for travel by the cardholder. All charges made by the cardholder will default to this object code until transferred into the appropriate line item account(s).

Incidental Expense – expenses incurred while traveling on official state business which are not allowed on the state liability card. Incidentals include, but are not limited to, meals; fees and tips to porters, baggage carriers, bellhops, hotel maids; transportation between places of lodging/airport such as taxi; phone calls and any other expense not allowed in Section 4C.

Memo Statement of Account – A listing of all transactions charged to the cardholder's account through the end of the monthly billing cycle. This statement is sent by the bank, directly to the cardholder, on a monthly basis for reconciliation purposes. **THIS IS NOT A BILL.** Cardholder **MUST** reconcile this statement upon receipt and forward to supervisor/reviewer for approval. This form **MUST** be forwarded to Comptroller's Office-Attention **T-Card** Administrator no later than the 22nd of each month.

Merchant Category Code (MCC) – A standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. The card is encoded with types of MCC's from which a cardholder is authorized to purchase. A merchant is assigned an MCC by the acquiring bank. Some MCC codes are prohibited and some are restricted. Attempts to use at prohibited or restricted vendors will be denied. Continued attempts will result in disciplinary action.

Merchant – A business or other organization that may provide goods or services to a customer. Synonymous with “supplier” or “vendor”.

Missing Receipt Form - Is a form that must be completed by the cardholder if he/she does not have documentation from the merchant. This document requires the approval of the supervisor/department head and must be notarized.

Monthly Spending Limit – A dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.

PPM49 (Policy and Procedure Memorandum 49) – The state’s general travel regulations. These regulations apply to all state departments, boards, and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self sustaining; federal funds, or funds generated from any other source.

Program Administrator – Individual that has been assigned by the SU System and SU Campuses Administration that will be the one who acts as liaison between the cardholder, the State Program Administrator, and Bank of America. Provides support and assistance to all agencies, processes new card applications and changes to cardholder information, provides training and maintains policies and procedures.

SPL (Single Purchase Limit) – The maximum spending (dollar) limit a Travel Card is authorized to charge in a single transaction. The SPL limit may be up to \$5,000; however this limit should reflect the individual’s travel patterns. There are preventative controls and, as such, should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the Travel Card single purchase limit set for cardholders.

Travel Card (T-Card) – A credit card issued in an employee’s name. This account is direct liability of the State and is paid by the University. Travel Card accounts are a tool used to assist the employee in paying for specific, higher cost travel expenses, incurred during travel for official state business only.

Travel (T-Card) Card Log – used in reconciliation process for purchases/services charged during the billing cycle. Log is used by matching the paper memo statement received from the bank to the log and the documentation obtained from the vendor(s).

Transaction/Supporting Documentation – All documentation pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to; original itemized purchase receipts/invoices, receiving documents, credit receipts, disputes, written approval airline exception justifications/approvals, travel authorizations/expense forms, etc. and/or logging system maintained by cardholder.

Transaction/Charge Limit – The dollar limit assigned to each cardholder for each total charge made to the card. The SU System and SU Campuses Program Administrator’s will determine the limit to be set. A single transaction/charge may include multiple items, but cannot exceed cardholder’s limit.

Unit/Budget/Department Head – Individual designated by the University responsible for assigning cardholder’s spending limits per transaction and per cycle as well as maximum number of transactions allowed within each billing cycle (within the overall limits established by the Division of Administration and the Office of Management and Finance).



Southern University Board of Supervisors Educational Assistance Scholarship Program Policy

General

Students attending any of the Southern University System campuses, having met the criteria determined by each campus, shall be eligible to apply for the Southern University Education Assistance Scholarship. This scholarship may be used to cover the cost of tuition, related fees and any other mandatory fees. Students meeting the criteria should apply by the established deadline for consideration. The scholarship amount shall not exceed the funds available in the Educational Assistance Scholarship Fund.

Management and Oversight

Louisiana Revised Statute 47:463:31.G (2)(a) states that “the management board of each participating institution shall be responsible for disbursing the funds and for establishing the scholarship program.”

The monies generated from the royalty fees by each respective institution shall be received from the Department of Public Safety to the Southern University Board of Supervisors. The SU System President, or his designee, shall be responsible for maintaining an account of revenues generated by institution. The Board of Supervisors shall be responsible for disbursing such funds to each respective campus at the end of each semester.

After the respective campuses receive the funds, the campuses’ chief fiscal officer shall be responsible for maintaining an accurate and complete account of the Educational Assistance Scholarship funds and disbursement records. Each campuses’ chief fiscal officer shall be responsible for submitting a reconciliation report for all scholarship funds and disbursement to the Board of Supervisors every semester.

Selection Procedures

Louisiana Revised Statute 47:463:31.G (2)(b) states “the President or Chancellor of each university, or his designee, shall be responsible for establishing the procedures and criteria for awarding scholarships under this program.” Each campuses’ Chancellor must submit proposed scholarship disbursement procedures and criteria to the Board of Supervisors.

Students applying for the award must have met the established eligibility criteria. Each campus shall determine a deadline for the submission of applications for the Educational Assistance Scholarship.

All recommendations of the Educational Assistance Scholarship will be reviewed by the Office of Student Financial Aid on the respective campus to assess a recommended student’s financial capacity to review the approved award amount.

Special Notes

The Education Assistance Scholarships should be used to attract, recruit, retain and financially assist the most qualified students. However, each System campuses’ mission to expand access and opportunity should be considered in the awarding these scholarships.

The Chancellor, or his designee, shall retain the sole authority of considering applications and disbursing scholarships to eligible students to address emerging financial needs and hardship.

Ronald Mason, J.D. Date
System President

Darren Mire Date
Chairman, Board of Supervisors