LaCarte Card

DeAnna Landry

Accounts Payable & Travel

Sales Tax Exemption

- LaCarte cardholders are required to notify vendors that the University is exempt from Louisiana state sales tax and parish sales taxes.
- The sales tax exemption certificate is available upon request. Requests should be sent by email to Deana Clement-Delage (dcleme2@lsu.edu).
- Cardholders are expected to utilize vendors that will honor the University's sales tax exemption.

Sales Tax Exemption

- The University has already registered with some merchants to allow tax exempt purchases. Tax exempt merchant ID numbers have been provided for the following:
  - Home Depot – 9186468453 plus QR code (available on AP & T website)
  - Lowes – 105400005
  - Office Depot – 18201070
  - Walmart – 3726307
  - Best Buy – email a member of the LaCarte card staff for instructions specific to Best Buy's procedure.

Sales Tax Exemption - Walmart

- Sales tax exemption issues were experienced by some cardholders at Walmart.
- Walmart's corporate office was notified and the issue has been resolved.
- Cardholders should continue using the previously provided ID number.
- Cardholders should never obtain a separate/different tax-exempt ID number.

Avoiding Scammers and Phishing Attempts

We had a cardholder act upon a phishing attempt which unfortunately, cost the individual $800.

- Pay attention to red flags!
  - Is the email from an @lsu.edu email address?
  - What time of the day/night was the email sent?
  - Does the wording in the email seem “off”?
  - Does the email contain typos, grammatical errors, or punctuation errors?
  - Does the request make sense?

Avoiding Scammers and Phishing Attempts

- If something doesn't seem right…
  - Do not reply to the email.
  - Contact the sender directly.
    - In person or by phone
  - Report the email as a phishing attempt.