ADDENDUM NO. 1

Reason for Addendum No. 1
1. Clarify the use of the full credit card number when booking hotel rooms
2. Show current Tax Exempt Numbers for Lowes and Home Depot

1. **Using full account number when booking hotels:**

The LSUS La Carte Purchasing Card Procedures Handbook dated November 12, 2014, currently states in Section E the following responsibility for a card holder:

“Guard the card number carefully! Do not post it at a desk, write it in any other place that is accessible to others, or allow a credit card merchant to keep the card number on file. Never include the full account number in any correspondence.”

This language is a part of the policy for security, as well as, best practice for all card programs.

Due to the October 15, 2014 mandate that was issued in a memorandum by the Commissioner of Administration, this addendum to the language in the current policy is being provided. The mandate issued requires the use of Hotel-Planner Booking Portal for making hotel reservations for employees traveling on official state business.

The following language is hereby officially added as part of the current LSUS La Carte Purchasing Card Procedures Handbook:

“The full P-Card account number may be used for hotel bookings when necessary. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by the agency to ensure that the full account number is used in a secure environment with a valid hotel or hotel booking website.”

2. **Lowes/Home Depot Tax ID Numbers**

On page 17 of the current LSUS handbook the Home Depot & Lowes Tax ID numbers are changed to:
Lowe’s: 046100014
Home Depot: 5511616

Note:
This addendum is an official part of the current LSUS La Cart Card Procedure Handbook dated Nov. 12, 2014 and will be incorporated into the handbook when it is next updated.