



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

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MEMORANDUM
NEW VISA TRAVEL CARD

April 20, 2004

TO: All State Agency Program Administrators

FROM: Jimmie Sanders, State Program Administrator

As we continue to progress in the new travel card implementations, many cards are now being mailed, or have already been received by your employees. There are a few points that need to be reiterated to your employees due to an information page the bank provided in the card mailing.

- 1. No employee in the State will pay an annual fee for use of the State issued VISA. All annual fees are waived.**
- 2. The new card is a VISA, however it is a corporate account, and must be paid in full each month. An employee can not make a partial payment.**
- 3. Payments are due in 30 days and should be paid timely to keep a clean credit record. However, the State has negotiated with Bank of America that no interest or penalty late fee will be charged on state accounts until Day 61.**

We are taking many calls from agencies as the cards are being received. We will keep you informed of any new information and/or changes. Please continue to review our Frequent Ask Question list posted on our website for updates! Thanks to everyone for your support, and patience during this transition. It is appreciated. Jimmie