III-1 Purchasing Policy and Procedures

NORTHWESTERN STATE UNIVERSITY
Purchasing Policies and Procedures

I. Purpose and Scope: For purposes of efficiency in administration and management, the responsibilities for the purchasing of supplies, services, and major repairs from outside vendors for all University departments have been centralized in the Business Affairs-Purchasing Section.

II. References: Louisiana Revised Statutes, Executive Orders, and University Policies and Procedures

NOTE: All links for supporting documents are found at the end of this policy. See Supporting Documents used to process Purchasing.

III. Responsible Area: All Departments

IV. Procedures:

A. General Conditions

The procedures set forth herein are applicable in all cases where the expenditure is from funds administered by the University regardless of whether the funds arise from state or federal appropriations, student fees, gifts, grants, endowments, research contracts or other funding sources.

University purchases and payments are to be approved and processed in accordance with this policy and procedure.

“On-campus” and “Off-campus” purchases and their payments are requisitioned and are identified by Purchase Order Type, except where specifically identified in the policy and procedure.

Purchase Order Type (PO Type) is used to organize and segregate purchases and payments to facilitate the compliance with specific rules, laws, regulations, procedures, and conditions of purchases and payments for all non-personal services and financial aid student balance check/refund payments made by the University, and are processed through the Banner Finance System unless otherwise specified.

Special or unusual procurement problems should be brought to the attention of the Director of Purchasing.

The general responsibilities and functions of the Purchasing Section are as follows:

1. To purchase supplies, materials, equipment, and services related thereto for the various departments of the University in such a manner that maximum value is obtained for every dollar spent, and to ensure that bona fide, qualified suppliers are given equal opportunity to participate in furnishing University requirements.
2. To expedite the delivery of materials to meet the requirements of the using departments (when so requested by the department).
3. Assist in resolving discrepancies in shipments not resolved by Requesting Department and Central Receiving.
4. To conduct all correspondence with suppliers relating to the following purchase order types: Request for Quote (RQ) and Sealed Bids (SB).
5. To consolidate purchases wherever possible and thus obtain quantity discounts for such volume purchases.
6. Monitor purchases to assure the University Warehouse is properly utilized.

B. Statements of General Policy Regarding Procurement:

Contractual Authority

The University's policy, procedures, and regulations operate under the aegis of express authority concepts only. Employees therefore do not have authority to enter into a contract on behalf of the University without specific delegated authority.

More specifically, but not limited to, you cannot:
1. offer employment to anyone
2. enter into any professional, personal, or consulting contract
3. procure goods and services, and/or
4. enter into any other contracts for any purpose, such as co-operative agreements with other entities, joint venture, etc.

Employees with specific delegated authority may enter into contract negotiations and extend offers subject to the approval of specific authority, for example, approval by the Board of Supervisors for the University of Louisiana System, President, Vice President, etc.

In all cases, it is the responsibility of the employee to assure that he/she has specific authority to negotiate, extend offers and/or enter into a binding contract for the University.

Delegated Purchasing Authority According to University Policy and Procedures

University policy concerning purchasing authority financial commitments provides that no employee of the University has the authority to make any purchase commitment, enter into any contract for materials, supplies and services, or otherwise take action with respect to third parties which may be construed as financially binding to the University except through the usual channels under the authority of the Business Affairs-Purchasing Section. In the absence of special arrangements to the contrary, the Purchasing Section will receive all bids and enter into all negotiations with suppliers/contractors.

The University's purchasing policy does not preclude a department from contacting sources of supply or services for preliminary information concerning prices, quality, or usage of equipment, supplies, etc., in which it is interested. The Purchasing Section will supply names and addresses of vendors on request. Such preliminary contacts are not to produce firm commitments as this is the function of the Purchasing Section.

When a Budget Unit Head/Designee uses procurement processes, he/she is accepting delegated purchasing authority and is responsible for and agrees to procure supplies, services and major repairs in accordance with University Purchasing Policy and Procedures and abide by the terms and conditions in accordance with all rules, laws, and regulations under the Louisiana Procure Code and Executive Orders.

Any violations are the responsibility of the Budget Unit Head/Designee regardless of any errors and omissions of approvers and/or Purchasing staff and understands all access to the Banner Finance System has an audit trail available for review and is subject to be audited by the Internal Auditor and Legislative Auditors.
Restrictions on Certain Purchases

1. Professional Services – Always process a purchase requisition using Purchase Order Type Professional Service (PS – Professional Services Contract) for Athletic Officials or all other Professional Services.

   See Professional Services Contracting User’s Guide found in the Professional Services Section of the Business Affairs Policy and Procedures User Guides.

2. Items of a personal nature. Such items include: brief cases, Christmas cards other than official University cards ordered through the President’s Office, personal magazine subscriptions, personal memberships in professional organizations, etc.

   Notes: Institutional memberships may be allowable when the primary membership name is Northwestern State University. These memberships may have University Faculty and Staff listed as representatives. Non-Employees shall not be listed as representatives for an Institutional membership.

   Faculty members awarded with Endowed Professorships should refer to the NSU Endowed Professorship Policy and Procedure for membership exemptions.

   All memberships must be in accordance with the Louisiana Ethics Administration Program.

3. Purchases by the University from University employees.

4. Dues for memberships in local civic organizations, such as the Chamber of Commerce in accordance with Attorney General Opinion No. 96-195, dated May 9, 1996.

5. Gifts, gift cards, gift certificates, and prizes are limited to only student self-assessed fees which have been approved by the appropriate student self-assessed fee governing body and the appropriate Student Affairs Offices.

6. Alcoholic beverages

7. Cash advances, cash instruments, cash refunds


9. Controlled substances (prescription drugs, narcotics, etc.)

10. Entertainment costs – ski tickets, tours, etc.

11. Travel (all registration fees for conferences, lodging, restaurants, airline tickets, gas stations, etc.) see Travel Expense Account process. See Request for Authorized Travel and Travel Expense User’s Guide found in the Travel Section of the Business Affairs Policy and Procedures User Guides.

12. No capital outlay requisitions are to be processed as “Standing Orders” – Always process a purchase requisition for all capital outlay, see Creating a Requisition – FPAREQN User’s Guide
found in the Purchase Requisition Section of the Banner Finance Departmental User Guides. All capital outlay must be processed as a Regular Purchase Order.

**NOTE:** Per Executive Order No. JBE 17-18 Section 5:A, promotional items may be purchased with University funds and are not considered as items of personal nature.

...“materials and supplies for promotional, educational, cultural events for participation in promotional activities which enhance economic development or further the departments mission, duties and/or functions…”

**Funds Availability**

The Budget Unit Head is responsible for all line item deficits and budget unit account support cost deficits. Banner will generate and send to the Budget Unit Head a Line Item Deficit Notification e-mail when the expenditure category line item deficit occurs. “Banner” will also generate a Support Cost Deficit Notification e-mail when the support cost budgets are in a deficit. It is the Budget Unit Head’s responsibility to eliminate the line item deficit or Budget Unit support cost deficit and all spending must be suspended until an approved Budget Revision is posted.

**NOTES:** The Requester should never begin the requisition process if there is no money in the FOAP/Index or account code being charged.

*If you complete the requisition that is in NSF Suspense, the requisition will be disapproved, and the requisition will roll back into incomplete status. This will result in delays in processing your requisition.*

*If the requisition is completed and the NSF warning occurs when Purchasing turns the requisition to a purchase order, Purchasing will notify the Budget Unit Head that a Budget Revision is required before completing the purchase order process. Usually these circumstances result when a requisition is created with the wrong Account Code and Purchasing identifies the error and changes the code to the correct account code expenditure.*

*Since Banner maintains history on all transactions, NSF Overrides on completed Purchase Orders will continue to show NSF warnings associated with that Purchase Order; i.e., change order adjustments, or invoicing, All NSF transactions will generate repeat Line Item Deficit Notification emails to the Budget Unit Head.*

**C. On-Campus Purchases**

1. **University Warehouse Requisition**

**PO Type: WR – University Warehouse**

All University departments are encouraged to utilize the University Warehouse for all items normally stocked or readily available through inventory. Warehouse stock items available for office use include:

- “AAA” Batteries
- “C” Batteries
- “D” Batteries
- “9” Volt Batteries
- “AA” Batteries
- White Chalk
- Projector Lamps
- Extension Cords
- Surge Protectors
- Packing Tape
- Duct Tape
- 8 ½ X 11 (Regular)
- Phone, Desk Single Line
- 25' Black Phone Cord (curly)
- Phone Cord 25' (Ivory)
- Patch Cable, Cat 5-20 Foot
- Patch Cable, Cat 5-10 Foot
- Patch Cable, Cat 5-4
In order to expedite processing, the Budget Unit Head/Requester should submit a Warehouse Requisition, Purchase Order Type (WR) for on-campus warehouse purchases.

To complete a Departmental Warehouse Requisition, see *Creating a Departmental Warehouse Requisition – FPAREQN* in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

2. **Physical Plant Warehouse Requisition**

   **Processed Outside the Banner Finance Purchasing System**

   To view the Physical Plant Warehouse Requisition and Warehouse Credit Policy and Procedure User Guide, see *Physical Plant Warehouse Requisition and Warehouse Credit* in the Purchases section of the Business Affairs Policy and Procedure User Guides.

3. **University Printing**

   **PO Type: UP – University Printing**

   All University printing jobs will be processed by the University Print Shop unless schedules or complexity of work deem otherwise. The Budget Unit Head – Requesting Department should submit University Printing requisitions, Purchase Order Type (UP) for on-campus printing purchases. Printing projects that cannot be handled through University Printing are to follow procedures as outlined in the Off-Campus Purchases Section of this Policy and Procedure.

   To complete a University Printing Requisition, see *Creating a University Printing Requisition - FPAREQN* in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

4. **Trip Tickets**

   **Vehicle Trip Ticket Direct Pay Voucher**

   University Police – Motor Pool processes the *Trip Ticket Direct Pay Voucher* document to charge user departments for the use of University owned and motor pool rented vehicles. Requisitions and Purchase Orders are not used to process Trip Tickets.

5. **Petty Cash Voucher – Departmental**

   In some instances, it is economically sound to purchase items by use of petty cash.

   Under this procedure, an individual may purchase the item with the approval of the Budget Unit Head from the Departmental Petty Cash Fund, pay cash for it and obtain a written itemized receipt of the amount from the vendor. See *Petty Cash Funds – Departmental* in the Business Affairs Policy and Procedures User Guides.

D. **Off-Campus Purchases**

   **Purchases processed through the Banner Finance system**
A completed Purchase Requisition is required for all purchases of supplies, materials, equipment and services purchased from off-campus vendors that require an official university purchase order.

1. **P-Card Policy**

   **PO Type:** PC – LaCarte Purchasing Card (P-Card)

   To view the NSU LaCarte (P-Card Policy and Procedure) approved by Louisiana Office of State Procurement, see [P-Card](#) in the Business Affairs Policy and Procedure User Guides.

   To complete a Requisition, see [Creating a Requisition - FPAREQN](#) in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

2. **Off-Campus Printing NOT Exceeding $5,000**

   **PO Type:** NW – Order Not Exceeding $5,000

   If a printing project cannot be handled through our University Print Shop or other State Agency Printers, the Requesting Department is to process an on-line Purchase Requisition. The purchase requisition should include the following information (all requisitions with incomplete specifications will remain pending):
   
   - Previous Purchase Order Number (if applicable)
   - Quantity
   - Size
   - Paper: Cover and Text
   - Ink: Cover and Text
   - Number of pages and/or folds
   - Binding
   - Camera ready art work will be provided to the vendor (yes/no)
   - Samples of document/publication

3. **“Confirming Purchase Order” Purchases not exceeding $5,000 in Accordance with Executive Order No. JBE16-39 Section 4:A**

   **PO Type:** CO – Confirming Order (< $5,000)

   Purchase Order not issued to vendor
   Delegated authority is given to requesting budget unit for this procurement.

   The “Confirming Purchase Order” (PO Type CO) is procurement of services, supplies, and materials that are picked up by the requesting department from off-campus vendors and not routed through NSU’s Central Receiving and Warehouse. Confirming Purchases are a one-time pick up process and does not allow for partial receiving and partial payments.

   The “Confirming Purchase Order” procedure may be used if supplies and materials are shipped directly to the user’s department from an out of town or out of state vendor, and the vendor does not require an official University Purchase Order.

   **NOTES:** For those instances when an authorized traveler is seeking reimbursement for gasoline purchased for a university vehicle while on official travel, the reimbursement must be requested on a Travel Expense Account only as another reimbursable item, with bonafide receipt(s) attached.
If you purchase supplies and materials and request reimbursement on a Confirming Purchase Order, you will be reimbursed for taxes as noted on your paid receipt.

Managing Invoices from Vendors under "Confirming Purchase Order" Purchases:

When making approved purchases under the Confirming Purchase Order process, the Budget Unit Head must acquire the original invoice from the vendor in accordance with Confirming Purchase Order purchases and submit to Business Affairs with the Purchase Order number written on the invoice. Do not have the vendor send the invoice to Business Affairs.

A copy of the invoice identifying the name of the University department or employee is routed to the Budget Unit Head to complete the proper ordering and receiving procedures.

- Teaching materials, etc. that require payment prior to shipment (CANNOT EXCEED $5,000)
- Repair of equipment by a Louisiana authorized dealer (CANNOT EXCEED $5,000)

**NOTE:** Budget Unit Heads may, in an effort to expedite repairs to equipment, contact the Purchasing Section and request permission for repair of equipment by a Louisiana authorized dealer and submit the invoice for the repairs on a Confirming Purchase Order. Permission must be granted by the Director of Purchasing or designee before authorizing repairs that exceed $5,000.

- Publications and/or copyrighted materials purchased directly from the publisher or copyright holder. (CANNOT EXCEED $5,000)
- Memberships, dues and subscriptions (NO DOLLAR LIMIT)
- Registration fees not involving travel (NO DOLLAR LIMIT)
- Advertisement of student registration, class schedules, faculty vacancies (NO DOLLAR LIMIT)

**NOTE:** For advertisement of University Programs, the Budget Unit Head must contact Business Affairs/Purchasing Section for approval and procedure.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

4. **Small Purchases not exceeding $5,000 in Accordance with Executive Order No. JBE16-39 Section 4:A Delivered by Vendor to NSU Central Receiving or Ordering Department When the Vendor Requires an Official NSU Purchase Order**

**PO Type:** NW – Order Not Exceeding $5,000

**Purchase Order is issued to vendor**

Delegated authority is given to requesting budget unit for this procurement.

No competitive process is required for purchases not exceeding Five Thousand dollars ($5,000) per single purchase transaction.
Purchase of supplies, materials, and services costing $5,000 or less (when not available from University Warehouse or University Print Ship may be purchased from off-campus vendors delivered by the vendor through NSU Central Receiving or to Department directly. Budget Units may make these purchases from any vendor without getting competitive prices from additional sources, so long as the price is current. It is the responsibility of the Budget Unit Head to obtain a price quote including all costs for shipping and handling before processing a Purchase Requisition. Be sure to inform the Vendor that the University is tax exempt.

The following procurement type falls under the guidelines of the small purchases not exceeding $5,000 (Purchase Order Type NW) when the Vendor requires an official NSU Purchase Order be sent to the Vendor, even though there are no deliveries made to the ordering department or NSU Central Receiving:

a. Adverting in newspapers, magazines, journals and other publications: Advertisement of student registration; class schedules; faculty vacancies; advertisement of University Programs/Events; billboard advertisements. (CANNOT EXCEED $5,000) If the advertisement exceeds $5,000, you must process your requisition by using the “Non-Competitive Regardless of Price” (Purchase Order Type NC) procedure

Advertising where permitted by law and after the head of an agency or designee certifies that specific media is required to reach targeted audiences.

NOTE: Contact the Director of Purchasing for guidance with advertising regulations in accordance with R.S. 43:111.

The following attachment(s) are required to complete the procurement process:

- Budget Unit Head/Requesting Department should submit Vendor’s Order Form (If advance payment required) to Business Affairs – Purchasing Section and/or
- Vendor mails original invoice (specifying Purchase Order Number) to Business Affairs – Accounts Payable Section
- Budget Unit Head/Requesting Department processes on-line receiving.

NOTE: Proof of an advertisement (Tear Sheet) should be retained in Department file for audit purposes.

An Official Purchase Order IS issued to the vendor.

b. Repair parts and equipment repairs when purchased from an authorized dealer (CANNOT EXCEED $5,000) If repairs/parts exceed $5,000, you must process your requisition by using the “Non-Competitive regardless of Price” (Purchase Order Type NC) Procedure.

The following attachments are required to complete the procurement process:

- Vendor mails original invoice (specifying Purchase Order Number) to Business Affairs – Accounts Payable Section
- Budget Unit Head/Requesting Department processes on-line receiving.

NOTE: Authorized dealer request in excess of $5,000 must always have the approval of the Director of Purchasing.
An Official Purchase Order IS issued to the vendor.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

5. **Departmental Purchases exceeding $5,000 but not exceeding $15,000 in accordance with Executive Order No. JBE16-39 Section 4:B**

**PO Type: TQ – Telephone Quotes ($5K - $15K)**

Purchase order is issued to vendor.

Price quotations shall be solicited by the Requesting Department from three (3) or more bona fide, qualified vendors for purchases exceeding five thousand dollars ($5,000) but not exceeding fifteen thousand dollars ($15,000).

Quotations may be made by telephone, facsimile, or other means and shall be awarded on this basis of the lowest responsive quotation. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. **Contact Business Affairs-Purchasing Section for this vendor information.** Agency files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor, and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor;

When the price is determined to be reasonable, the requirement to solicit three quotations may be waived when making purchases from a small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship that is currently certified by the Louisiana Department of Economic Development. Reasonable is a best value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.

Soliciting three quotations may be waived when purchasing from a business registered with the Secretary of State as domiciled in Louisiana. A business analysis must determine that in-state prices are equal or better than two other current price comparisons. Comparisons may include, but are not limited to, state contract prices, General Services Administration (GSA) prices, or similar resources. Comparison documents are to be maintained in the file.

Purchase Requisitions that are received in Business Affairs – Purchasing Section will not be processed without: 1) signed, tabulated **Telephone Quotation Tabulation** document; and 2) a signed written confirmation of the quotation from the successful vendor.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

6. **Purchases exceeding $15,000 not exceeding $25,000 in accordance with Executive Order No. JBE16-39 Section 4:C**

**PO Type: RQ – Request for Quotes ($5K - $25K)**

Purchasing Office Only
Purchase Order is issued to vendor

NOTE: Processing quotations under the guidelines in this section are restricted to Business Affair – Purchasing section.

Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding fifteen thousand dollars ($15,000) but not exceeding twenty-five thousand dollars ($25,000).

Quotations may be made by facsimile or written means and shall be awarded based on the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurships. Agency file shall document and list all solicited vendors and each vendor’s response, summarize quotations received, indicate the awarded quotations, and state the reason why any lower quotation was rejected.

The requirement to solicit certified small and emerging businesses, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurship is waived for those agencies that post on LaPAC, Louisiana’s internet-based system for posting vendor opportunities and award information.

A minimum of three (3) working days shall be allowed for receipt of quotations.

All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

7. Exceptions to Minimum Competitive Requirements in accordance with Executive Order No. JBE16-39 Section 5:A. Non-Competitive that Exceeds $5,000

PO Type: NC – Non-Competitive

Purchase Order is issued to vendor

Purchasing authority is given to requesting budget unit for this procurement

A. No competitive process is required for the following items:

i. Repair parts for equipment obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available. (this provision does not apply to the stocking of parts);

ii. Equipment repairs obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;
iii. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;

iv. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;

v. Livestock procured at public auction or from an individual which has purebred certification approved by the Department of Agriculture and Forestry;

vi. Purchasing or selling transactions between state budget units and other governmental agencies;

vii. Publications and/or copyrighted materials purchased directly from the publisher or copyright holder not exceeding ten thousand dollars ($10,000);

viii. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders not exceeding fifteen thousand dollars ($15,000);

ix. Public utilities and services provided by local governments;

x. Prosthetic devices, implantable devices, and devices for physical restoration, which are not covered by a competitive state contract;

xi. Educational training, including instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations not exceeding ten thousand dollars ($10,000), except for customized training which is covered under R.S. 39:1551, et seq;

xii. Procurements for clients of blind and vocational rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361, 365, 370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102;

xiii. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the departments mission, duties and/or functions not exceeding ten thousand dollars ($10,000) with the approval of the department secretary or agency equivalent, if not covered by competitive state contract;

xiv. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars ($2,500);

xv. Working class animals trained to perform special tasks, including but not limited to narcotics detection, bomb detection, arson investigation, and rescue techniques;
xvi. Food, materials and supplies for teaching and training not exceeding ten thousand ($10,000) where the purchasing, preparing, and serving of food is part of the regularly prescribed course;

xvii. Shipping charges and associated overseas screening and broker fees from between international and domestic origins and destinations not exceeding ten thousand dollars ($10,000) per transaction;

xviii. Renewal of termite service contracts;

xix. Purchase of supplies, operating services, or equipment for Louisiana Rehabilitation Services Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this Paragraph, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained. Whenever possible, at least one (1) of the bona fide qualified vendors shall be a certified small and emerging business, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship;

xx. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICF/MR facilities;

xxi. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C.§107, et seq., and paid from income generated by unmanned vending locations;

xxii. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;

xxiii. Commercial Internet Service not exceeding one thousand five hundred dollars ($1,500) per subscription per year.

xxiv. Advertising where permitted by law and after the head of an agency or designee certifies that specific media is required to reach targeted audiences;

NOTE: Contact the Director of Purchasing for guidance with advertising regulations in accordance with R.S. 43:111

xxv. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars ($25,000) per transaction.

xxvi. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints not exceeding ten thousand dollars ($10,000);

xxvii. Livestock sperm and ova;
xxviii. Royalties and license fees for use rights to intellectual property, such as, but not limited to patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;

xxix. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etc., not to exceed twenty-five thousand dollars ($25,000) per transaction;

xxx. Mailing list rentals or purchases not exceeding ten thousand dollars ($10,000); and

xxxi. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation and installation.

B. For the following items, telephone or facsimile price quotations shall be solicited, where feasible, from at least three (3) bona fide, qualified vendors. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship in accordance with Executive Order No. JBE16-39, Section 5:(B).

i. Farm products including, but not limited to, fresh vegetables, milk eggs, fish or other perishable foods, when it is determined that market conditions are unstable, and the competitive sealed bidding process is not conducive for obtaining the lowest prices;

ii. Food, materials, and supplies needed for:
   a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available, and the cost of the food, materials, and supplies do not exceed twenty-five thousand dollars ($25,000); and or
   b. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable;

iii. Convention and meeting facilities not exceeding twenty-five thousand dollars ($25,000), provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49-General Travel Regulations);

iv. Gasoline and fuel purchases not exceeding ten thousand dollars ($10,000);

v. Equipment for blind-operated facilities not covered by competitive state contract;

vi. Livestock feed commodities, including but not limited to soybean meal, cottonseed meal, and oats not exceeding ten thousand dollars ($10,000); 

vii. Seed commodities, including but not limited to rye grass, soybean seed, corn seed, cotton seed, etc. related fertilizers, herbicides, insecticides, and fungicides when not covered by competitive state contract;
viii. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA-certified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of the Office of Aircraft Service, Division of Administration; and

ix. Air and bus charters, in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

C. In accordance with Executive Order JBE 16-39, Section 6:

In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

To complete a Requisition, see *Creating a Requisition - FPAREQN* in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

8. **Purchases over $25,000 in accordance with: R.S. 39:1594 for competitive sealed bidding.**

**PO Type: SB – Sealed Bid (> $25,000)**

**Purchasing Office Only**

**Purchase Order is issued to vendor**

Purchases where the estimated cost is over $25,000 shall be made by sending out written Invitations for Bids to persons in a position to furnish the supplies, services and major repairs required and by advertising in accordance with R.S. 39:1594. Invitations for Bids shall state the date and time when bids will be received, opened and publicly read. Bidding time should be a minimum of 21 days unless the chief procurement officer or his designee deems that shorter time is necessary for a particular procurement.

**Acceptance of Bids**

All bids shall be subject to rejection by the institution. If awarded, the contract for purchase shall be awarded to the lowest responsive and responsible bidder, taking into consideration among other factors the apparent ability of the bidder to perform the proposed contract, the conformity of the articles or services to the specifications, or for other reasons, transportation charges, and the date of delivery specified in the invitation for bidders. A bond for the faithful performance of any contract may be required at the discretion of the institution for services over $25,000. A complete written record on all procedures and justifications shall be maintained on each purchasing transaction in order to provide a clear audit trail on the purchase.

*NOTE: If a department wishes to accept a bid other than the low bid, a letter of justification must be forwarded to the Purchasing Section. This letter must give in detail the advantages of the preferred item over that of the low bid and must be signed by the Budget Unit Head.*

**Processing of Bids and Quotations**

In the interest of saving time and effort, the Purchasing Section will continue the policy of not returning bids and quotations to departments for recommendation unless the items quoted are not as specified or they are more than 10% in excess of the estimated total cost. Assuming that funds
are available, and the items are as specified and within the estimate as noted above, a Purchase Order will be issued.

Budget Unit Heads are required to review bids or quotations for the following Purchase Order Types: **Request for Quote (RQ) and Sealed Bids (SB)** before issuance of a Purchase Order.

**Bond Requirements Relating to University Contracts**

A **Performance and Payment Bond** written by a company licensed to do business in Louisiana in a sum not less than 50% of the Contract price may be required on the following contracts for goods and services. This may be altered at the discretion of the Director of Purchasing:

- Lease to Operate NSU Bookstore
- Management and Operation of Custodial Services
- Operation of Food Service Facilities
- Collection and Litigation of Past Due Accounts Receivable
- Printing of Yearbook
- Contract for Vending and Laundry Machines

9. **Public Works Projects in accordance with Louisiana’s Public Bid Law, R.S. 38:2211-2296**

The Director of Physical Plant may with the approval of the Vice President of University Affairs have the project negotiated with a qualifying vendor without bidding requirements or may request the following competitive process or any other more restrictive processes.

**Definition:**

Contracts for public works projects, using public funds, commonly referred to as the design-bid-build method. A public works project means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity, (including labor, materials and equipment) exceeding $150,000.

In accordance with R.S. 38:2212, “All public work exceeding the contract limit of $150,000 (including labor, materials and equipment) to be done by a public entity, shall be advertised and let by contract to the lowest responsible bidder who had bid according to the contract plans, and specifications as advertised.

Advertisement Requirement: Once a week for three (3) different weeks in the official journal of the state and in our local Natchitoches Times and the first advertisement of insertion must appear at least twenty-five (25) days prior to the bid opening date.

Public works projects that are estimated to cost less than $150,000 are not subject to the advertising and bidding requirements of the Public Bid Law and may be undertaken by the public entity with its own employees or may be processed according to the following procedure:

**NOTE:** To determine if your project is under $150,000, you add together the cost of all materials that will go into the job, the wages and benefits which will be paid to the employees used in the project, the cost of supervision and overhead, and the cost of the equipment which will be used on the job.
Responsibility of Authority:

Prior to proceeding with any public works projects, the Director of Physical Plant and Vice President of University Affairs will determine on a case by case basis those projects they deem necessary to process in accordance with the guidelines as defined under Title 38. Provide the Director of Purchasing with the following information:

- complete description of project
- total cost of project including labor, materials and equipment
- source of funds and approval of availability of those funds
- total project amount may not exceed $150,000

If the Director of Physical Plant and the Vice President of University Affairs wish to procure competitively under Title 38, the following criteria should be considered:

- three written signed quotes

**NOTES:** If the total contract amount exceeds $50,000, all prime bidders must be licensed by the Louisiana State Licensing Board for Contracts in accordance with R.S. 37:2150.1

The contractor’s license number must be specified on the quote.

Should the apparent low bid exceed the original contract amount, contact the Director of Purchasing for guidance. If the increased cost of the project resulted from changes outside the scope of work, a re-bid process will be required to allow competitive pricing for revised specifications.

- If the contract is in excess of $5,000, reduce the contract to writing and have it signed by the parties in accordance with R.S. 38:2241 (A).

- If the contract is in excess of $25,000, the contractor must provide a Performance and Payment Bond in a sum of not less than 50% of the contract price in accordance with R.S. 38:2241. The bond shall be executed by the contractor with surety or sureties approved by the public entity and shall be recorded with the contract in the office of the recorder of mortgages in the parish where the work is to be done not later than thirty days after the work has begun.

- surety bond and insurance in accordance with R.S. 38:2219

- Any surety bond written for a public works project shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best. In addition, any surety bond written for a public works project shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

- Change orders; recordation in accordance with R.S. 38:2222. Each change order to a public works contract or to a contract for materials and supplies which adds an amount of ten percent or more of the original contract amount and which additional amount is at least ten thousand dollars or all change orders to a
contract aggregating to an amount of twenty percent or more of the original contract amount and which additional amount is at least ten thousand dollars shall be recorded by the public entity which entered into the contract in the office of the recorder of mortgages in the parish where the work is to be done or, if not a public work, where the entity is domiciled not later than thirty days after the date of the change order which requires that the recordation take place. In addition, the original contract shall be recorded together with the change orders if not previously recorded. The provisions of this Section shall not apply to the office of facility planning and control, and the office of state procurement.

- File original contract along with a copy of the purchase order in the office of the recorder of mortgages for the parish in which the work is done.
- Request a clear lien certificate 45 days after filing of a Notice of Substantial Completion. Retainage can only be paid after such clear lien certificate is received by the Director of Purchasing.

**NOTE:** When circumstances exist, which require or necessitate Performance Bonds, Project Recordation and Lien activities, it is the responsibility of the Director of Physical Plant and Vice President of University Affairs to ensure that all Public Works, Facility Planning and Control and OSP requirements are adhered to. These requirements shall include but not limited to Architect/Designer Management, Construction Management, Notice to Proceed and Project Close Out. Construction, contract deadlines and project Close-Out payments shall be completed in accordance with State Procurement and Planning Rules and Regulations.

**Public Works Projects** may not be processed on an agency level without prior approval from the following authority:

**Purchases for $125,000 up to $350,000**
Approved by the System Staff requires supervisors and Board of Regents staff.

**Purchases over $350,000 up to $1,000,000** (in accordance with R.S.39:128(B) Minor repairs, renovation, or construction of buildings or other facilities without being included in the capital outlay budget but shall be subject to the approval of the Board of Regents and the appropriate management board or their successor. A state college, university, or higher education facility may not incur debt to fund any project that is not included in the capital outlay budget. Any project with an estimated budget greater than $500,000 must be assigned a designer, architect, or engineer by the Architect and Engineer Review Board.

### E. Travel

To view the Travel Policy and Procedure User Guide, see [Request for Authorized Travel and Travel Expense Account](#) in the Travel section of the Business Affairs Policy and Procedure User Guides.
F. Special Meals

PO Type: SM – Special Meals

To view the Special Meals Policy and Procedure User Guide, see Special Meals in the Purchases section of the Business Affairs Policy and Procedure User Guides.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

G. State Contracts

PO Type: SC – State Contract

Purchase Order is issued to vendor

State Contracts are term contracts for materials, supplies or equipment executed by Division of Administration Office of State Procurement and can be purchased without competitive bidding. These State Contracts can be accessed through eCat Internet web site at https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dspWelcomeLagov.cfm.

State Contracts should be used only when the materials, supplies or equipment being requisitioned are not available from University Warehouse or University Printing.

To complete a Requisition, see Creating a Requisition - FPAREQN in the Purchase Requisition Processing User’s Guide of the Departmental Banner Finance User Guides.

H. Contracts for Professional, Consulting and "Personal Services"

Always a Standing Purchasing Order Processed on an Accounts Payable Voucher

PO Type: PS – Professional Service Contract

Purchase Order is issued to vendor

The method of Contracting for Professional Services provided by non-university personnel, in accordance with the State of Louisiana Regulations for the Procurement of Professional, Personal, and Consulting Services.

See Professional Services Contracting in the Purchases section of the Business Affairs Policy and Procedure User’s Guide.

I. Multiple Year Agreements

Contracts for Multi-Year Agreements

These are contract agreements for the first year of requested operating supplies/service/maintenance beginning July 1 and ending June 30th and contain language for options to renew the contract for two additional twelve-month periods at the same terms, conditions and prices in accordance with the provisions of the original bid proposal.
If future year requisitions are entered into the Banner system during the current year it will result in an NSF transaction. If the NSF is overridden your current year funds will be encumbered and not available. Therefore, the Budget Unit Head/Requester will not process a Requisition. Instead, the Budget Unit Head/Requester will complete the Requisition Worksheet listing all necessary contract specifications, attach to the Business Affairs Transmittal Cover Sheet and forward to Business Affairs-Purchasing Section. Allow enough lead time necessary for Business Affairs–Purchasing Section to follow the procurement restraints dictated by bidding requirements. The bid award should be finalized by June 30th to avoid delays in processing a purchase order for the future fiscal year beginning July 1.

A **Contract Award – Letter of Commitment** for the first year of contract will be mailed to the successful bidder. This future year contract acceptance will serve as the binding agreement until Business Affairs-Purchasing Section creates a future year purchase order. Business Affairs-Purchasing Section will verify funds availability and process purchase orders after the year end close and the books open for the new fiscal year beginning July 1.

If Business Affairs-Purchasing Section creates a Regular Order, it will be based on unit prices of items specified and will be issued for the future year expenditure.

If Business Affairs-Purchasing Section creates a Standing Order, it is based on a lump sum dollar total, has a commodity description, and will be issued for the future year expenditure.

**Contracts for Renewal of Multi-Year Agreements**

Business Affairs-Purchasing Section will review all Multi-Year agreements prior to the expiration date of the first-year contract period and will email the Budget Unit Head/Requester *(Sample email)* to confirm acceptance of the option to renew the contract for an additional twelve-month period at the same terms, conditions and prices. The Budget Unit Head/Requester should respond and specify any changes in accounting codes for review in preparation of new fiscal year budget analysis.

Upon confirmation of contract renewals from the budget Unit Heads/Requesters, Business Affair-Purchasing Section will mail the vendor a **Letter of Contract Renewal** requesting acceptance of the option to renew for an additional twelve-month period in accordance with the provisions of original bid proposal for the same terms, conditions, and prices, only and if appropriated by the Legislature of the State of Louisiana.

The Budget Unit Head/Requester will not process a Requisition on contract renewals. Once the fiscal year end close is completed and Banner is available for data entry, Business Affairs-Purchasing Section will process a purchase order based upon the Budget Unit Head’s/Requester’s email and the vendor’s signed Letter of Contract Renewal acceptance.

The following are examples of contracts for renewal of Multi-Year Agreements that are revenue or cost commitments:

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>INDEX</th>
<th>Contract Type</th>
<th>Contract Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>104110</td>
<td>X</td>
<td>Reader/Printer Maintenance</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>105680</td>
<td>X</td>
<td>Printing of NSU Catalog</td>
</tr>
<tr>
<td>University Recruiting</td>
<td>105720</td>
<td>X</td>
<td>C2 seat i2 Precedent</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>106010</td>
<td>X</td>
<td>Student Loan Acct. Maintenance</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>106050</td>
<td>X</td>
<td>Printing of Diplomas &amp; Covers</td>
</tr>
<tr>
<td>Physical Plant (Nursing)</td>
<td>106120</td>
<td>X</td>
<td>Security - Shreveport</td>
</tr>
<tr>
<td>Budget Unit</td>
<td>INDEX</td>
<td>Contract Type</td>
<td>Contract Purpose</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------</td>
<td>---------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Alumni/University Advancement</td>
<td>106170</td>
<td>X</td>
<td>2 seat i2 Precedent (electric) golf cart</td>
</tr>
<tr>
<td>Printing</td>
<td>106203</td>
<td>X</td>
<td>2 seat i2 Precedent (electric) golf cart</td>
</tr>
<tr>
<td>Printing</td>
<td>106203</td>
<td>X</td>
<td>Maintenance of Printing Equipment</td>
</tr>
<tr>
<td>Print Shop</td>
<td>106383</td>
<td>X</td>
<td>Konica Maintenance - BizHub X7000</td>
</tr>
<tr>
<td>University Police</td>
<td>106385</td>
<td>X</td>
<td>4 each - Villager 4 (electric)</td>
</tr>
<tr>
<td>Athletics - VP Ext. Affairs</td>
<td>106984</td>
<td>X</td>
<td>Database for Athletic Dept</td>
</tr>
<tr>
<td>President's Office</td>
<td>107010</td>
<td>X</td>
<td>2 seat i2 Precedent (electric) golf cart</td>
</tr>
<tr>
<td>Physical Plant/Grounds</td>
<td>107030</td>
<td>X</td>
<td>CarryAll 1 cart (gas)</td>
</tr>
<tr>
<td>Physical Plant/Grounds</td>
<td>107030</td>
<td>X</td>
<td>CarryAll 1 cart (ELECTRIC)</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>107100</td>
<td>X</td>
<td>Nortel Telephone Equip. Maintenance</td>
</tr>
<tr>
<td>Physical Plant/Grounds</td>
<td>107205</td>
<td>X</td>
<td>Waste Management - Natchitoches</td>
</tr>
<tr>
<td>University Affairs/Custodial</td>
<td>107230</td>
<td>X</td>
<td>Custodial Services - Rapides General</td>
</tr>
<tr>
<td>University Affairs/Custodial</td>
<td>107233</td>
<td>X</td>
<td>Custodial Service</td>
</tr>
<tr>
<td>Physical Plant - Bldg. Use</td>
<td>107234</td>
<td>X</td>
<td>Dust Control Services - Mats</td>
</tr>
<tr>
<td>Physical Plant - Utilities</td>
<td>107470</td>
<td>X</td>
<td>Maintenance - Pressure Safety Valves</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>107470</td>
<td>X</td>
<td>Parts Washers</td>
</tr>
<tr>
<td>One Card</td>
<td>415200</td>
<td>X</td>
<td>Cash Net Annual Subscription</td>
</tr>
<tr>
<td>Student Union Activities</td>
<td>415410</td>
<td>X</td>
<td>2 seat i2 Precedent (electric) golf cart</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>415875</td>
<td>X</td>
<td>Custodial Service-Varnado Hall</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>415875</td>
<td>X</td>
<td>Cable TV - VARNADO ONLY (5 mths)</td>
</tr>
<tr>
<td>Recreation Complex-Pool</td>
<td>416020</td>
<td>X</td>
<td>Pool Repairs</td>
</tr>
<tr>
<td>Recreation Complex - Golf</td>
<td>416025</td>
<td>X</td>
<td>Golf Cart Rentals</td>
</tr>
<tr>
<td>Recreation Complex - Golf</td>
<td>416025</td>
<td>X</td>
<td>Golf Course Supplies &amp; Maintenance</td>
</tr>
<tr>
<td>Recreation Complex</td>
<td>416025</td>
<td>X</td>
<td>Bucket Truck Rental &amp; Stump Grinding</td>
</tr>
<tr>
<td>Athletics</td>
<td>417310</td>
<td>X</td>
<td>Athletic Insurance</td>
</tr>
<tr>
<td>Athletics</td>
<td>417340</td>
<td>X</td>
<td>Helmet Reconditioning</td>
</tr>
<tr>
<td>Student Life</td>
<td>527165</td>
<td>X</td>
<td>2 seat i2 Precedent (electric) golf cart</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>527175</td>
<td>X</td>
<td>Insurance - Special Programs</td>
</tr>
<tr>
<td>Academics - TIP/Advance</td>
<td>527195</td>
<td>X</td>
<td>Food Service TIP/Advance</td>
</tr>
<tr>
<td>Student Tech Fee</td>
<td>527481</td>
<td>X</td>
<td>CarryAll 1 cart (electric) - 2 carts</td>
</tr>
<tr>
<td>CAPA</td>
<td>527505</td>
<td>X</td>
<td>Golf Cart- Carryall 700 gas</td>
</tr>
<tr>
<td>Physical Plant - Building Use</td>
<td>775004</td>
<td>X</td>
<td>Maintenance - Elevator</td>
</tr>
<tr>
<td>Physical Plant - Maintenance</td>
<td>775004</td>
<td>X</td>
<td>Boilers -Preventative Maintenance</td>
</tr>
<tr>
<td>Physical Plant - Building Use</td>
<td>775004</td>
<td>X</td>
<td>Chiller Inspection-Shreveport &amp; Natch</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>775004</td>
<td>X</td>
<td>Certification of Chemical Fume Hoods</td>
</tr>
<tr>
<td>Physical Plant- Bldg. Use</td>
<td>775004</td>
<td>X</td>
<td>Maintenance -Clayton Steam Generator</td>
</tr>
<tr>
<td>Physical Plant - Nurse Center</td>
<td>775009</td>
<td>X</td>
<td>Waste Disposal - Shreveport</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>775009</td>
<td>X</td>
<td>Lawn Care - Shreveport, Leesville, Nat</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>775009</td>
<td>X</td>
<td>Waste Disposal - Ft. Polk</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>775016</td>
<td>X</td>
<td>Flooring - Refinishing of Wood Floors</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>775070</td>
<td>X</td>
<td>Street Striping</td>
</tr>
<tr>
<td>Physical Plant - Street Maintenance</td>
<td>776017</td>
<td>X</td>
<td>Printing of Argus magazine</td>
</tr>
</tbody>
</table>
### Budget Unit INDEX Contract Type Contract Purpose

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>INDEX</th>
<th>Contract Type</th>
<th>Revenue</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishing - Current Sauce</td>
<td>990150</td>
<td>X</td>
<td>Revenue</td>
<td>Printing - Current Sauce</td>
</tr>
<tr>
<td>Athletics</td>
<td>990311</td>
<td>X</td>
<td>Revenue</td>
<td>CarryAll 1 golf cart (gas)</td>
</tr>
<tr>
<td>Athletics</td>
<td>990311</td>
<td>X</td>
<td>Revenue</td>
<td>Maintenance to Athletic Fields</td>
</tr>
<tr>
<td>Athletics</td>
<td>990311</td>
<td>X</td>
<td>Revenue</td>
<td>Athletic Facilities Grounds Maintenance</td>
</tr>
<tr>
<td>Publishing - Potpourri</td>
<td>990600</td>
<td>X</td>
<td>Revenue</td>
<td>Printing - Potpourri Yearbook</td>
</tr>
<tr>
<td>Publishing - Potpourri</td>
<td>990600</td>
<td>X</td>
<td>Revenue</td>
<td>Yearbook Pictures - Potpourri</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Laundry Machines - Natchitoches</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Bookstore Lease</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Collection - Institutional Receivables</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Collection - Student Loans &amp; Perkins Loans</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Fire Suppression, &amp; Fire Extinguishers</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Multiple</td>
<td>X</td>
<td>Revenue</td>
<td>Fire Alarms-Maintenance &amp; Monitoring</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Automated Vending - Leesville</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Can Vending - Natchitoches</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Contract for BANKING, Debit Card, ATM, Demon Card Services</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Food Service</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Food Vending - Natchitoches</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Automated Vending - Shreveport</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Lockbox Services</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Collections Services Contract</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Graduation Pictures</td>
</tr>
<tr>
<td>Student Services</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Student Insurance</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Antenna Site Agreement</td>
</tr>
<tr>
<td>University Affairs</td>
<td>Revenue</td>
<td>X</td>
<td>Revenue</td>
<td>Agricultural Lease-Crow Property in DeSoto Parish, LA Tract 4275</td>
</tr>
</tbody>
</table>

### J. Processing Future Year Purchase Requisitions/Purchase Orders

If future year requisitions are entered into the Banner system during the current year it will result in an NSF transaction. If the NSF is overridden your current year funds will be encumbered and not available.

Therefore, the End User will not process a Requisition for a future year expenditure. Instead, the End User will complete the Requisition Worksheet listing all necessary item descriptions, quantities, unit prices and amounts, attach to the Business Affairs Transmittal Cover Sheet and forward to Business Affairs-Purchasing Section. Allow enough lead time necessary for Business Affairs-Purchasing Section to follow the procurement restraints dictated by bidding requirements if applicable. Bid awards should be finalized by June 30th to avoid delays in processing purchase orders for the future fiscal year beginning July 1.

Business Affairs-Purchasing Section will verify funds availability prior to creating future year purchase orders. All purchase orders will be processed after year end close and the books open for the new fiscal year beginning July 1.
K. Use of LaPS (Louisiana Pricing Schedules) in accordance with LAC 34:1709

When the Purchase exceeds $25,000
PURCHASING OFFICE ONLY

LaPS is the acronym that is used to describe those contracts that were established as Brand Name, LaMAS or Multi-State Contracts. The Office of State Procurement established rules to compare products on these contracts where same or similar items appear on more than one contract.

Where LaPS exist for the same or similar item(s), i.e. routers, microcomputers, etc., and the total procurement exceeds $25,000, the following rules will apply to seek the best value decision when making a selection.

1. Prepare a Request for Responses that may include, if applicable the following: (A Request for Response is an informal process used to make a best value determination)

   a. A performance-based statement of work that includes such things as:

      i. the work to be performed;
      ii. location of work;
      iii. period of performance;
      iv. deliverable schedule;
      v. applicable performance standards;
      vi. acceptance criteria;
      vii. Any special requirements (e.g., security clearances, special knowledge, etc.);
      viii. the products required using a generic description of products and functions whenever possible.

   b. If necessary or applicable, a request for submittal of a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

   c. A best value determination is one that consider, in addition to underlying contract pricing, such factors as:

      i. Probable life of the item selected;
      ii. Environmental and energy efficiency considerations;
      iii. Technical qualifications;
      iv. Delivery terms;
      v. Warranty;
      vi. Maintenance availability;
      vii. Administrative costs;
      viii. Compatibility of an item within the user's environment; and
      ix. User's familiarity with the item or service.

   d. A request for submittal of a firm-fixed total price for labor and/or products which are no higher than prices in the LaPS contract.

2. Submit the Request for Response to at least three (3) LaPS contract holders, whenever available, offering functionally equivalent products and/or services that will meet the agency's needs.

3. Evaluate Responses and Select the Contractor to Receive the Order:
a. After responses have been evaluated, the order shall be placed with the contractor that represents the best value that meets the agency's needs. The ordering agency should give preference to small-entrepreneurships or small and emerging businesses when two or more contractors can provide the services and/or products at the same firm-fixed total price.

b. The ordering agency shall document in the procurement file the evaluation of the contractors' responses that formed the basis for the selection. The documentation shall identify the contractor from which the services and/or products were purchased, the services and/or products purchased, and the cost of the resulting purchase order.

c. Purchases shall not be artificially divided to avoid the requirements of this section when recurring requirements for same products are known.

d. Noting herein relieves a state agency from following Office of Information Technology requirements for submission of IT 10 requests, for annual IT budget requests, or mid-year budget adjustment requests.

e. A listing of all contracts applicable to this section will be maintained on the Office of State Procurement’s website http://www.doa.louisiana.gov/osp/osp.htm

L. Procurement of Software, Software Maintenance, Hardware Maintenance and Software Support Services in accordance with R.S. 39:199

In accordance with Act 712, effective July 1, 2014, the University may procure, through its purchasing officer, information technology equipment, software, and maintenance services without the advance approval of the Office of Technology Services (OTS) through the Office of State Procurement when a single expenditure for such materials or combined materials and services does not exceed one hundred thousand dollars ($100,000). Departments are to seek the advice and assistance of the Director of Purchasing prior to processing any requests concerning Information Technology procurement.

M. Revenue Producing Contracts in accordance with Louisiana Procurement Code R.S. 17:3355

Notwithstanding any other law to the contrary, the management board of any state college or university may after advertisement for and receipt of bids, contract with the HIGHEST responsible bidder for vending operations, and similar other services for a term not to exceed three years. No increase in a renewal contract price shall exceed the percentage of increase in the consumer's wholesale price index since the previous contract was entered.

All purchases made, and contracts executed shall conform to applicable state laws relating to competitive bidding and the letting of contracts. The purchasing agent of each college and university shall be a deputy purchasing agent of the state central purchasing agency.

It is the policy of the University that all contracts generating revenue for the university must have a procedure providing for verification of revenue by the Business Affairs Office.

N. Leases of public lands in accordance with Title 41, Chapter 10 of the Louisiana Revised Statutes

Occasionally, the University may be requested or on its own initiative desire to lease real property, land and buildings, as well as movable property. If the University determines the property in question may be leased, the University shall publish an advertisement in the official journal of the parish where the property is located. The advertisement shall set forth a description of the property to be leased, the time...
when bids will be received, and a short summary of the terms, conditions, and purpose of the lease. The period of the lease may go up to ten years and additional years based on the level of improvements.

All leases must be submitted to the Vice President for University Affairs for review.

O. Sole Source Purchases

In accordance with Louisiana Procurement Code R.S. 39:1597, sole source procurement is permitted without competition when, under regulations, the Director of Purchasing or his designee above the level of procurement officer determines in writing that there is only one source for the required supply, service, or major repair item.

**Conditions for Use of Sole Source Procurement**

1. Any request by a Budget Unit Head that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

2. Sole Source procurement is permissible only if a requirement is available from a single supplier. A requirement for a proprietary item does not justify a sole source procurement if there is more than one potential bidder or offer or for that item. Examples of circumstances which could necessitate sole source procurement are:
   a. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
   b. Where a sole supplier's items is needed for trial use or testing;
   c. Procurement of items for resale;
   d. Procurement of public utility services.

**NOTE:** A letter from the requesting vendor stating that they are sole manufacturer and do not sell through distributors must be submitted to the Director of Purchasing.

P. Purchase of Antiques, Used or Demonstrator Equipment in Accordance with Louisiana Procurement Code R.S. 39:1645

The University covered by this Chapter may procure any equipment which is used or which has been previously purchased by an individual or corporation where the Budget Unit Head proposing to make such procurement can present satisfactory information to the Director of Purchasing to illustrate that the procurement of said equipment is cost effective to the state.

1. The used equipment cannot be purchased without a University Purchase Order and must be within the price range set by the Director of Purchasing in a statement of written approval for the purchase which must be obtained by the Budget Unit Head prior to the purchase.

2. The Budget Unit Head shall certify in writing to the Director of Purchasing all of the following:
   a. The price for which the used equipment may be obtained.
   b. The plan for maintenance and repair of the equipment and the cost thereof.
   c. The savings that will accrue to the state because of the purchase of the used equipment.
d. The fact that following the procedures set out in the Louisiana Procurement Code will result in the loss of the opportunity to purchase the equipment.

Q. Emergency Purchases

In accordance with Louisiana Procurement Code R.S. 39:1598, an emergency condition is defined as "a situation which creates a threat to public health, welfare, safety, or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the chief procurement officer." Poor planning does not constitute an emergency condition.

An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment or services that cannot be purchased by normal methods and lack of which would seriously threaten: (a) The functioning of State Government; (b) The preservation or protection of property; (c) The health or safety of any person.

When an emergency purchase is in order, the Purchasing Section should be called for assistance. If an emergency condition arises after office hours and circumstances will not permit any delays, then the Budget Unit Head or his authorized representative should obtain whatever competition as is practical (written, telephone, etc.) and proceed, using discretion, with the purchase. A written justification explaining the nature of the emergency must then be signed by the Budget Unit Head or his authorized representative and submitted to the Purchasing Section. This justification must indicate competition that was attempted. The Director of Purchasing will have the final authority for determining any emergency.

R. Purchase of Chemicals

The Budget Unit should consult with the Environmental Health & Safety Officer prior to purchasing any chemicals/hazardous materials.

S. Financed Purchases

If the university requires financing for any movable equipment through one of the finance programs offered through the Division of Administration Office of State Procurement, the funding through these sources are subject to availability. The bid process associated with the actual purchase of the equipment must be handled by the Office of State Procurement. Departments should contact the Business Affairs - Purchasing Section prior to submitting requisitions or contract release orders (if contract item) to determine if the equipment meets the established guidelines for financing and if funds are available. If approved, the university can proceed with submitting requisitions or contract release orders and the appropriate finance documents.

Ownership on leased equipment remains with the university and not the financing vendor.

T. Procedures Following Purchase Order Issuance to Vendor

1. Change Order and Cancellations

The Purchasing Section has exclusive authority to change a Purchase Order or issue a cancellation. If such need arises, a signed Purchase Order Cancellation/Change Form is to be submitted by the Budget Unit Head to the Purchasing Section for further processing. Purchase Order increases require funds approval before processing.

2. Follow-Up
The Purchasing Section does not usually have knowledge of late delivery dates. Follow-up on orders with the vendor is the responsibility of the Budget Unit Head. Notify the Purchasing Section when delinquent deliveries cannot be resolved.

3. Receiving Deliveries

a. Central Receiving:

It is the responsibility of Central Receiving to prepare a delivery document on packages received and deliver to the requesting department for inspection of merchandise. When items received are not in full conformity with specifications, the requesting department will complete a Physical Receipt Discrepancy document (indicating items and type of dispute) and submit a copy to Central Receiving and Business Affairs - Purchasing Section for review.

NOTE: Delivery discrepancies and substitutions are not acceptable. Vendors must furnish in accordance with specifications as stated on the purchase order.

Notify Central Receiving for return of those items that do not conform to purchase order requirements and/or damaged goods. Central Receiving will return the merchandise at vendor's expense and facilitate the replacement of merchandise requested. If merchandise conforms to Purchase Order requirements and specifications, the Requesting Department will:

i. complete an on-line Receiving (FPARCVD) for processing of payment if the Purchase Order is a Regular Order

ii. complete an Accounts Payable Voucher if the Purchase Order is a Standing Order

NOTE: PARTIAL SHIPMENTS MUST BE REPORTED.

Shortages: It is the responsibility of the Budget Unit Head to contact the vendor to report any shortages in shipments. Partial shipments must be reported on an on-line Receiving (FPARCVD) for processing of payment.

Overages: When an increase in quantities is more than 10% of the amount order, it must be processed on a Purchase Order Cancellation/Change Document and submitted to Purchasing for review and approval.

b. Departmental Receiving:

When a carrier ships goods directly to the department, it is the responsibility of the requesting department to inspect all purchases. If the items received are not per specifications, the requesting department should contact Central Receiving and follow procedures as outlined in "Section 1." above.

c. Capital Outlay – Equipment must be delivered to Central Receiving.

Departments are urged to have small deliverable items shipped to their office.

4. Vendor's Invoice

If a vendor erroneously sends an invoice directly to the department concerned and the invoice references an official university purchase order number, the invoice is to be forwarded immediately to Business Affairs-Accounts Payable Section.
U. Standing Purchase Orders Processed by Business Affairs-Purchasing Section

For Internal Budget Control

- ATMOS – Shreveport
- Centerpoint
- City of Natchitoches
- City of Shreveport
- Cleco – Leesville
- Collection Accounts
- East Central Vernon
- General Revenue Corp
- SWEP CO – Natchitoches
- SWEP CO – Shreveport
- Verizon Wireless
- Other Payments that are identified to have a Purchase Order without receiving and are not General Encumbrances

NOTE: In lieu of Standing Purchase Orders, funds may be budgeted at the specific expenditure account code to “reserve funds” for budget control purposes.

V. Accounts Payable Voucher Payments

To view the Accounts Payable Voucher User Guide, see Accounts Payable Voucher in the Purchases section of the Business Affairs Policy and Procedure User Guides.

W. Reserve Funds for Budget Control

NOTE: In lieu of General Encumbrances, funds may be budgeted at the specific expenditure account code to “reserve funds” for budget control purposes.

Examples are:

- Fueltrac
- LONI
- Louisiana School for Math, Science, and Arts
- Mid-South Bank – Lock Box Services
- Natchitoches Parish School Board
- ORM - Insurance
- OTM
- ULS Assessment
- US Postmaster
- Various – Bank Charges
- Various – Credit Card Discounts
- Various – Supervising Teachers
- Warehouse (Paper) – Business Affairs only
- Other Encumbrances that are not Regular or Standing Purchase Orders

X. Month End Close

A monthly month end close schedule reminder will be sent to users. Users will be directed to date transactions the 1st day of the succeeding month in the month end close procedure. Month end close will be scheduled to occur at the end of the month’s work days. Users will be provided guidance to “close” their documents.

Y. Fiscal Year End Procedures – ALL FUNDS

General Instructions

IMPORTANT: Any Requisitions with a Transaction Date that does not adhere to this will be deleted and will be required to be reentered AFTER July 1.

Current Fiscal Year Requisitions COMPLETED but not turned to Purchase Orders will not roll forward to the next fiscal year. They will have to be reentered AFTER July 1.
Travel

All Travel Expense Accounts for travel already taken should be submitted IMMEDIATELY. Any employee traveling between today and June 30th is to submit the Travel Expense Accounts immediately upon the day of return. Any trip that starts in June and ends in July will come out of your next fiscal year budget.

Do not process a Request for Authorized Travel for travel between June 1st and June 30th. It is the Budget Unit Head’s responsibility to ensure funds are available for this travel. During this year-end close process, complete your Travel Expense Accounts upon return and submit them immediately to Business Affairs for processing. Travel during this period will be processed on your Travel Expense Account.

All Travel Expense Accounts for Travel taken between June 1st and June 30th should be submitted upon return.

Professional Services

All “Professional Services Contract” Purchase Orders for which services have been completed, or for which the contract has ended, should immediately have an Accounts Payable Voucher sent to Business Affairs – Purchasing Section to process the payment with all required attachments. Professional Services Purchase Orders should be vouchered immediately upon completion.

Confirming Orders

All “Confirming Orders” for small purchases are suspended as of the close of business on June 10th. All invoices for Confirming Orders must be in Business Affairs Purchasing Section by the close of business June 20th, along with completed Accounts Payable Voucher. DO NOT put these INVOICES in campus mail. Bring them to St. Denis Hall - Purchasing Section. Off-Campus sites must fax copies of INVOICES to the Purchasing Section by the close of business June 20th and mail or have delivered by courier the original invoices to the Purchasing Section the next business day.

When your “Confirming Order” is approved after June 10th, do not complete a requisition. Check your Budget, make your purchase and submit the invoice to Business Affairs – Purchasing Section attached to a completed Accounts Payable Voucher according to the Accounts Payable Voucher User’s Guide found in the Purchasing Section of the Business Affairs Policy and Procedures User Guides. Do not put it in Campus Mail, bring it to Business Affairs. Off Campus sites can email (purchasing@nsula.edu), or fax (318-357-4378) it to Business Affairs – Purchasing. If you email or fax it, be sure to forward the original to Business Affairs – Purchasing Section with a note written on the invoice stating that it was previously emailed or faxed to avoid duplicate payments.

Purchases after June 10th must have prior approval from Business Affairs’ Purchasing Section.

P-Cards Orders

In order for the Office of State Procurement to reconcile the P-Card system with Bank of America, all P-Cards will be suspended as of the May 31st and should be re-activated no later than the second Friday in July. Any cardholder activity required during this time should be scheduled with the Purchasing Office.

If you absolutely must make a P-Card purchase after June 17th for small purchases contact Purchasing for permission. Do not complete a requisition. Submit the invoice to Business Affairs – Purchasing Section attached to an Accounts Payable Voucher. Do not put it in Campus Mail, bring it to Business Affairs.
Off Campus sites can email (purchasing@nsula.edu), or fax (318-357-4378) the Accounts Payable Voucher and invoice(s) to Business Affairs – Purchasing. Mail or have delivered by courier the original Accounts Payable Voucher and original invoice(s) to Business Affairs – Purchasing Section the next business day. Write a note on the invoice stating that is was previously emailed or faxed to avoid duplicate payment.

**Purchase Requisitions**

All Purchase Requisitions except for Confirming Orders, to expend funds allocated to you for the current fiscal year must be approved on-line by May 10th to provide for bids and delivery by June 30th. Only Purchase Orders for goods and services that can be delivered on or before June 30th will be issued after May 1st for fiscal year ending June 30th. Operating Fund requests for merchandise that cannot meet the June 30th requirements of delivery will be returned to be submitted as next fiscal year orders.

**Receiving**

Regular Orders

All Receiving for Regular Purchase Orders should be entered on-line immediately upon receipt of goods and services in accordance with the Receiving Purchased Goods and Services – FPARCVD User’s Guide found in the Banner Finance Departmental User Guides. All Receiving for Regular Purchase Orders must be entered on-line no later than close of business on June 27th, for all merchandise delivered or services performed before or on June 27th.

Standing Orders

Since on-line Receiving is not processed for Standing Purchase Orders, an Accounts Payable Voucher is the document used for attesting to receipt of goods/services. See Accounts Payable Voucher User’s Guide found in the Purchasing Section of the Business Affairs Policy and Procedures User Guides. Complete and submit to Business Affairs – Accounts Payable no later than close of business on June 27th, for all merchandise delivered or services performed before or on June 27th. Do not put it in Campus Mail, bring it to Business Affairs.

Off Campus sites can email (purchasing@nsula.edu), or fax (318-357-4378) Accounts Payable Voucher and invoice(s) to Business Affairs – Purchasing no later than close of business on June 27th. If you email or fax it, be sure to forward the original to Business Affairs – Purchasing Section with a note written on the invoice stating that is was previously emailed or faxed to avoid duplicate payment.

**Original Invoices**

If your department receives any original invoices from a vendor, please forward them to Business Affairs immediately upon receipt. Hand deliver to Business Affairs. Please do not put in Campus Mail, bring it to Business Affairs.

Off Campus sites can email (purchasing@nsula.edu), or fax (318-357-4378) the invoice to Business Affairs – Purchasing. If you email or fax it, be sure to forward the original to Business Affairs – Purchasing Section with a note written on the invoice stating that is what previously emailed or faxed.

**Warehouse Requisitions**
All Warehouse Requisitions must be received in Central Receiving & Warehouse by 2:00 p.m. June 10th. Any Warehouse Requisitions received after June 10th will be charged to the next fiscal year. The Warehouse must receive and invoice all outstanding Warehouse Requisitions by June 25th.

Do not enter next fiscal year Physical Plant Warehouse Requisitions into the system until after July 1.

**Xerox**

Xerox meter readings are to be reported to Xerox Corp. between June 21st through June 25th in order to avoid estimated charges on the June invoice. All usage after this reading will be charged to the next Fiscal Year.

To facilitate year-end close – If receiving is not done by the end of business day June 25th Accounts Payable will override receiving and pay the invoice.

**University Printing Requisitions**

All University Printing Requisitions must be received in University Printing by or before 2:00 p.m., June 10th. Any University Printing Requisitions received after June 10th will be charged to the next fiscal year. University Printing must receive and invoice all outstanding printing requisitions by June 25th.

**Trip Tickets**

Trip Tickets for the month of June will be invoiced on June 25th as usual. Trip Tickets invoiced after June 25th should have an invoice transaction date of June 25th. Motor Pool must receive and invoice all outstanding Trip Tickets by close of business on June 27th. All Trip Tickets entered by the close of business on June 27th will be charged to the current fiscal year. Any Trip Tickets after that will be a next fiscal year expenditure.

**Receipts**

All deposits are to be made on a timely basis in accordance with University procedures.

**Restricted Accounts (including Grants and Contracts, System’s Revenue, Intercollegiate Athletics, Vehicle Registration Fee, Building Use Fee, Agency Funds) and all other Funds:**

Restricted Accounts (including Grants and Contracts), Vehicle Registration Fee, Building Use Fee and Agency Funds are subject to fiscal year-end purchasing/fiscal limitations and limitations which may be imposed by grantors, donors and the University. **GRANT AWARDS ENDING JUNE 30th WILL FOLLOW THE SAME YEAR END CLOSE PROCEDURE AS THE OPERATING FUND.**

Procurement activity in those accounts ending after June 30th should be reduced at June 30th, fiscal year-end so the Purchasing Section can give priority to those funds ending on June 30th.

Budget Unit Heads should be fully aware of their restricted account’s fiscal year-end limitations and specific requirements of their grants and contracts. The **Budget Unit Head** is responsible to call these dates to the attention of the Purchasing Section on a monthly basis to help avoid the possible loss of funds. **BUDGET UNIT HEADS ARE RESPONSIBLE FOR MONITORING THEIR GRANTS OR CONTRACTS BUDGET AND TAKING APPROPRIATE ACTION TO EXPEND THEIR FUNDS AND SATISFY THEIR UNIVERSITY MATCH.**
**Capital Outlay Expenditures**

There should be no Capital Outlay expenditures (Account codes beginning with 707XXX) after June 10th for current fiscal year. This is to give ample time to reconcile the Banner Asset Module to LPAA and Finance records.

Any requisitions for Capital Outlay expenditures after June 10th will be a next fiscal year expenditure.

If you have any questions, please contact Rita Graves (gravesr@nsula.edu) or Dale Martin (dale@nsula.edu).

**Federal Expenditures**

Project Directors/Budget Unit Heads should only submit expenditure requests for expenditures that are necessary and reasonable for the performance and administration of their federal program. This would include federal funds that "pass-through" the State of Louisiana.

Office of Management and Budget Circular A-21, Section 27, entitled "Material Costs" states that "direct material cost should include only the materials and supplies actually used for the performance of the sponsored agreement, and due credit should be given for any excess materials retained, or returned to vendors".

Requests for expenditures of federal funds should be timed so that the items received will actually be used for the performance of the sponsored agreement.

**Z. Future Year Purchase Orders**

All future year purchase order request must be submitted to the Director of Purchasing with a completed Requisition Worksheet.

**AA. Violations; Penalties (in accordance with Louisiana Procurement Code R.S. 39:1679)**

1. No person shall intentionally violate the Louisiana Procurement Code or any rule or regulation promulgated by the commissioner of administration with respect to purchasing.

2. Any person who intentionally violates such law, rule or regulation shall be fined not more than five hundred dollars, or imprisoned for not more than six months, or both.

**BB. Code of Governmental Ethics, Title 42, Chapter 15**

1. **Payments from nonpublic sources, R.S. 42:1111.**

   a. Payments for services to the governmental entity.

   No public servant shall receive any thing of economic value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position.

   b. Finders Fees.

   No public servant shall receive anything of economic value from a person to whom the public servant has directed business of the governmental entity.
c. Payments for nonpublic service.

No public servant shall receive anything of economic value for any service, the subject matter of which:

i. Is devoted substantially to the responsibilities, program, or operations of the agency of the public servant and in which the public servant has participated; or

ii. Draws substantially upon official data or ideas which have not become part of the body of public information.

No public servant and no legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, shall receive anything of economic value for or in consideration of services rendered, or to be rendered, to or for any person during his public service unless such services are:

i. Bona fide and actually performed by the public servant or by the entity;

ii. Not within the course of his official duties;

iii. Not prohibited by R.S.42:1112 or by applicable laws or regulations governing nonpublic employment for such public servant; and

iv. Neither performed for nor compensated by any person from whom such public servant would be prohibited by R.S.42:1115(A)(1) or (B) from receiving a gift.

d. Payment for Future Services:

No public servant shall receive, directly or indirectly, anything of economic value during the term of his public service in consideration of personal services to be rendered to or for any person subsequent to the term of such public service; however, a public servant may enter into a contract for prospective employment during the term of his public service unless otherwise prohibited by R.S.42:1116

e. Payments for rendering assistance to certain persons.

No public servant, and no legal entity of which such public servant is an officer, director, trustee, partner, or employee, or in which such public servant has a substantial economic interest, shall receive or agree to receive anything of economic value for assisting a person in a transaction, or in an appearance in connection with a transaction, with the agency of such public servant.

i. Participation in certain transactions involving the governmental entity R.S. 42:1112

   1. No public servant, except as provided in R.S.42:1120, shall participate in a transaction in which he has a personal substantial economic interest of which he may reasonably expected to know involving the governmental entity.
2. No public servant, except as provided in R.S.42:1120, shall participate in a transaction involving the governmental entity in which, to his actual knowledge, any of the following persons has a substantial economic interest:

   a. Any member of his immediate family.

   b. Any person in which he has a substantial economic interest of which he may reasonably be expected to know.

   c. Any person of which he is an officer, director, trustee, partner, or employee.

   d. Any person with whom he is negotiating or has an arrangement concerning prospective employment.

   e. Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes anything of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, and who by reason thereof is in a position to affect directly the economic interests of such public servant.

Every public employee, excluding an appointed member of any board or commission, shall disqualify himself from participating in a transaction involving the governmental entity when a violation of this Part would result. The procedures for such disqualification shall be established by regulations issued pursuant to R.S.42:1134(1).

ii. **Prohibited Contractual Arrangements, R.S. 42:1113A**

No public servant, member of such public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction which is under the supervision or jurisdiction of the agency of such public servant.

iii. **Gift, R.S. 42:1115A.B.**

**NOTE:** University of Louisiana System's policy is that employees/staff should not accept anything of value from individuals or companies that are in financial relationships or would like to be in financial relationships with the University. This policy is intended to be stricter than and complement the state's existing ethics rules and statutory requirements in cases where System rules contradict or appear to undermine those requirements.

What is a “thing of economic value?” Money or any other thing having economic value. The exceptions to the definition of “thing of economic value” include:

Promotional items having no substantial resale value such as calendars, pens, hats, and t-shirts which bear a logo.
Therefore, in accordance with Revised Statute 42:1115A.B. Gifts, governed by the Louisiana Board of Ethics:

1. No public servant shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent or employee of such person, if such public servant knows or reasonably should know that such person:
   a. Has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency, or
   b. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

2. No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent or employee of such person, if such public employee knows or reasonably should know that such person:
   a. Conducts operations or activities which are regulated by the public employee's agency.
   b. Has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty

The following are some examples of possible violations governed by the Board of Ethics pertaining to monetary or non-monetary compensation/gifts for travel:

- Free travel/trips
- Cash stipend
- Free medical and accident insurance
- Free cancellation and interruption insurance
- Calling card
- Family and faculty discounts
- Travel bag and luggage tag
- Free baggage insurance
- Free upgraded luggage tag/membership card
- Free stay ahead/stay behind options
- The ability to use points to travel as a participant on another travel tour
- The ability to use points to purchase optional excursions for participants
- The ability to use points to travel on a Professional Development tour
- Global point supplement waived for using different European arrival/departure gateways for travel reward redemption
- Option to choose between single room or reward points
- Domestic travel rewards
- Rooming upgrades
- Free pre-paid cell phone or minutes
- Incentive vouchers
iv. **Penalties, R.S. 42:1153B.**

Upon finding that any public employee or other person has violated any law within the jurisdiction of the Board of Ethics except violations of the Campaign Finance Disclosure Act which shall be governed by Chapter 11 of Title 18 of the Louisiana Revised Statutes of 1950, the board by a majority vote of the membership, may remove, suspend, or order a reduction in pay, or demotion of the public employee or other person, or impose a fine of not more than ten thousand dollars, or both.

v. **Penalties for illegal gain; forfeiture of gifts, payments, R.S. 42:1155A.B.**

If an investigation pursuant to R.S. 42:1141 reveals that any public servant or other person has violated any law within the jurisdiction of the Board of Ethics to his economic advantage, the board may order the payment of penalties. Recovery may include, in addition to an amount equal to such economic advantage, penalties not to exceed one half of the amount of the economic advantage. Any appeal of such order shall be to the Court of Appeal, First Circuit, pursuant to R.S. 42:1142.

The Board of Ethics is authorized to order the forfeiture of any gifts or payments made in violation of this Chapter.

CC. **Donations to the University**

1. **Cash Donations**

   - **Unrestricted:** Unrestricted Cash Donations to the University are receipted as General Fund (Operating Fund) revenue.

   - **Restricted:** Restricted Cash Donations to the University are receipted as a Restricted Fund and are administered in accordance with the restrictions placed on the donations.

   **Restrictions:** When cash donations are made by the vendors of the University, or individuals who appear to be potential vendors or providers of goods and services to the University, an advisory opinion from the Ethics Commission may be required.

2. **Movable Property Donations:**

   In the case of Movable Property Donations, the University Property Manager will research the item donated, assign a market value, and prepare an "Act of Donation" document for review and approval.

   The Appropriate Vice President and President must approve acceptance of a movable property donation. The University Property Manager will assure that the appropriate University officers are involved in assessing the acceptance of an offer of donation, and make a recommendation to the Appropriate Vice President.

   In cases when donations are offered by vendors or individuals who appear to be vendors or providers of goods and services to the University, an advisory opinion from the Ethics Commission may be required.

   Upon acceptance of donations, the Property Manager will tag the donated item, and place the item on the "Division of Administration Match File".
The Property Manager will include the assigned value in the University's Investment in Plant Schedule.

DD. Donations to the University Foundation

Offers of donations to the University Foundation should be directed to the President or Vice President of External Affairs.

Prohibitions: Employees cannot accept anything of value from any vendor or potential vendor on behalf of the University. When offers are made, guidance should be requested from Business Affairs.

EE. Donation, Loan of State Property

Under the Louisiana Constitution Article 7, Section 14. Except as otherwise provided by this constitution, the funds, credit, property, or things of value of the state or of any political subdivision shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private. Neither the state nor a political subdivision shall subscribe to or purchase the stock of a corporation or association or for any private enterprise.

Prohibitions: Employees cannot donate, loan, or pledge anything of value on behalf of the University, for example:

The University cannot provide students reimbursement or exemption from fees, charges, etc. in exchange for donations of items and supplies for a class activity.

Employees cannot use any property, equipment, computers and their peripherals, supplies, materials, facilities, employee time and effort, etc. for any purpose other than for the official business and events of the University.

Please seek the guidance of Business Affairs concerning any questions regarding donations.

Contracting Services with Students Enrolled at Northwestern State University

Students desiring to contract to provide goods or services to Northwestern State University other than through student employment must meet standards of business competence, reputation, financial ability, and product quality for placement on a list of prospective bidders. Northwestern State University prohibits the use of state property to perform or provide service being contracted, except for that equipment, facilities, etc. specifically listed as available to successful bidder to complete service, supply goods and services bid. (Certification of Provided Support)

Student employees cannot contract with Northwestern State University to provide goods or services while in the employment of the University.

Budget Unit Heads acquiring goods or services must certify that the equipment, facilities, materials, etc. required to complete the service and supply goods as stated in bid requirements, are provided to the student(s).
FF. Doing Business with Gambling River Boats

All procurement and revenue requests from gambling river boats require prior approval from:

Louisiana State Police, Attn: Pat
River Boat Gaming
P. O. Box 66614-43
Baton Rouge, LA 70896 Telephone: (504) 925-6006

A letter requesting to do business with "River Boat" with specific amount anticipated for the fiscal year and the nature of the procurement/revenue should be mailed to the Louisiana State Police at the address stated above. The Budget Unit requesting this approval must submit the letter to the Director of Purchasing for processing.

GG. Davis-Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a), requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant programs legislation.

It is the policy of the university to comply with the Davis-Bacon Act.

Supporting Documents used to process Purchasing:

- Business Affairs Transmittal Coversheet
- Budget Revision Request
- Cash Advance Agreement
- Certification of Provided Support
- Accounts Payable Voucher
- Physical Plant Warehouse Requisition
- Physical Receipt Discrepancy
- Purchase Order Cancellation/Change Document
- Request for Authorized Travel Worksheet
- Student Team and Group Travel Roster
- Telephone Quotation Tabulation
- Travel Expense Account