



Policy # 57001

PROCUREMENT/EXPENDITURE COMPLIANCE

Original Effective Date: October 18, 2002

Revision Date: June 30, 2022

Responsible Office: Purchasing

Division: Finance

I. PURPOSE/OBJECTIVE

To ensure that university procurement and expenditures are in compliance with federal and state regulations and university policy.

II. STATEMENT OF POLICIES

The Purchasing Office handles all requisitions for materials, supplies, services, and equipment purchased. All supplies, contractual services, and equipment to be purchased must be approved by the appropriate vice presidents and the President, or his designee.

Purchasing regulations are based on Board of Supervisors' policies and on procedures established by the State of Louisiana.

- A. Under no circumstances should an employee enter into a contract or obligate the University to any indebtedness prior to the issuance of a purchase order to a vendor for the requested services or goods. An employee who makes unauthorized purchases may be held personally liable and subject to disciplinary actions that could include suspension and/or discharge.
- B. All procurement of goods and services must be initiated by electronic requisition with appropriate approvals.
- C. No competitive process is required for purchases not exceeding five thousand dollars (\$5,000) per single transaction.
- D. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding five thousand one dollar (\$5,001) up to and including twenty thousand dollars (\$20,000).
- E. Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding twenty thousand one dollar (\$20,001) up to and including thirty thousand dollars (\$30,000).
- F. All purchases over thirty thousand dollars (\$30,000) must be advertised in accordance with Louisiana Revised Statute 39:1594.

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- G. No competitive process is required when using State Contract Vendors, University Bookstore and all other exceptions as stated in Executive Order.
- H. Agencies may now contract directly with Hudson/Veteran Initiative-certified firms up to 30,000 (Section 4.C.2)
- I. Emergency purchases shall be made in accordance with the State of Louisiana Revised Statute 39:1598 and Louisiana's Administrative Code Title 34 which states "An emergency condition is a situation which creates a threat to public health, welfare, or safety such may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the commissioners of administration. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:
- a. the functioning of Louisiana government;
 - b. the preservation or protection of property; or
 - c. the health or safety of any person." (www.doa.state.la.us/osp/osp.htm)
- J. Used equipment can be purchased in accordance with Louisiana's Administrative Code Title 34 which states "If it becomes necessary to purchase used or demonstrator equipment or supplies due to inability to secure new equipment or because of absolute lack of funds consideration will be given if supplied with the following data:
1. Requisition fully describing equipment.
 2. Signed bid or bids secured by agency.
 3. If only one bid secured, statement as to why there is no competition.
 4. Letter or signed statement from bidder or bidders guaranteeing quality and condition of merchandise offered.
 5. Letter from agency head justifying why it is necessary to purchase used merchandise, and the approximate cost of same if purchased new.
 6. Letter from qualified, responsible person connected with state agency, stating he has personally examined equipment or supplies, giving his opinion as to condition and value.
 7. Appraisals from one or more dis-interested experts who are familiar with the type of equipment giving their opinion as to price, value and condition." (www.doa.state.la.us/osp/osp.htm)

III. REVISION/REVIEWD HISTORY

October 18, 2002-Effective Date

March 15, 2022- Revision Date