

PURCHASING DEPARTMENT

Purchasing Rules and Regulations

Executive Order No. BJ 08-67 signed on August 27, 2010, established the procedure for the procurement of small purchases in accordance with the statutory guidelines of the Louisiana Procurement Code with the caveat that “procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section”.

L.S.A.-R.S. 39: Public Finance
 38: Public Works

Small Purchase Procedures and Guidelines for the Purchasing Process

- ❖ The key to completing the purchasing process in a timely manner requires serious planning. It is very important that each requisitioning department plan in advance, taking into consideration when items are needed, when a certain event or function will take place, and the amount of time required to properly process a purchase requisition from beginning to end.
- ❖ Submitted requisitions must contain complete vendor name, address, phone and fax numbers (valid e-mail address, if possible).
- ❖ Submitted requisitions must contain complete description of items being purchased; such as: Item number(s), brand name, color, size, dimensions, etc.
- ❖ Department Head must verify that funds are available in the budget prior to approving the requisitions online.

Purchases ≤ \$5,000

❖ NO COMPETITIVE PROCESS REQUIRED

- Obtain vendor quote
- Submit online requisition
 - Forward quote to the Purchasing Department
- Electronic/online approvals required
- P.O. issued by Purchasing Department
- A/P, Receiving, and Department copies of P.O. delivered via e-mail
- Vendors' copy of P.O. is sent by the Purchasing Department via e-mail, fax or U.S. Mail
- Payment – Invoice – Receiving Report to A/P

❖ **Invoice splitting is a violation of bid laws**

❖ **DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university**

Purchases > \$5,000 – ≤ \$15,000

❖ 3 Bona Fide Bidders Required

- Telephone/fax quotes
- Departments authorized to obtain quotes
- Submit online requisition
 - Forward quotes to the Purchasing Department
- Electronic/online approvals required
- P.O. issued by the Purchasing Department

❖ Invoice splitting is a violation of bid laws

❖ DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university

Purchases > \$15,000 ≤ \$25,000

❖ 5 Bona Fide Bidders Required

- Fax or e-mail bids acceptable
- Bid – minimum of 3 working days
- Departments authorized to obtain quotes
- Submit online requisition
 - Forward quotes to the Purchasing Department
- Electronic/online approvals required
- P.O. issued by the Purchasing Department

❖ **Purchasing Department personnel will solicit bids and/or quotes as needed**

❖ **DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university**

Purchases > \$25,000

❖ SEALED WRITTEN BIDS REQUIRED

❖ Required Advertisement in newspapers:

- Ruston Daily Leader and Morning Advocate in Baton Rouge
- Advertise a minimum of 21 working days

❖ Required to be posted on State Purchasing Website (LaPac) by Purchasing Department

- 25 to 30 days required for process
- Submit online requisition
- Electronic approvals required
- P.O. issued – after award

❖ DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university

Lab Equip & Supplies ≤ \$25,000

❖ NO COMPETITIVE PROCESS REQUIRED

- Obtain vendor quote
- Submit online requisition
 - Forward quote to the Purchasing Department
- Electronic/online approvals required
- P.O. is issued by the Purchasing Department

❖ Invoice splitting is a violation of bid laws

❖ DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university

NO COMPETITIVE PROCESS REQUIRED

❖ State Contract Purchases

❖ Bookstore Purchases

❖ Aramark Purchases