



Purchasing Department

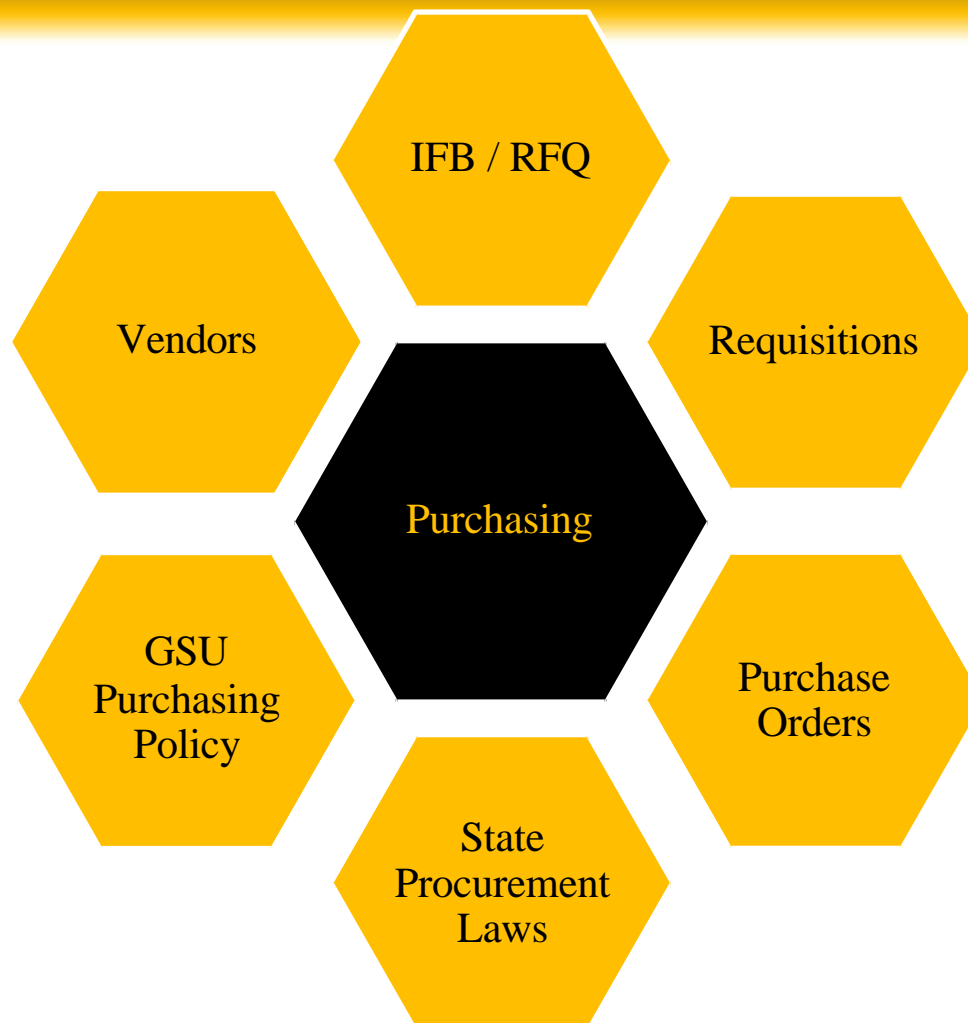
Understanding the Purchasing Process

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COMPONENTS OF PURCHASING



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, fax numbers and a valid e-mail address.
- 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

1. Obtain vendor quote
2. Must get requisition approved
 - (Forward quote to Purchasing)
3. Electronic/online approvals required
4. P.O. issued by Purchasing Department
5. A/P, Receiving, and Department copies of P.O. delivered via e-mail
6. Vendors' copy of P.O. is sent by the Purchasing Department via e-mail or fax
7. Payment – Invoice – Receiving Report to A/P

Important Note:

1. **Invoice splitting is a violation of bid laws**
2. **DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university**

Purchases > \$5,001 – ≤ \$20,000

3 Bona Fide Bidders Required

- Must secure funding by submitting a requisition for approval
 - Please be sure that your budget coding is correct
- Telephone/fax quotes/Email
 - Forward quotes to the Purchasing Department
- Electronic/online approvals required
- P.O. issued by the Purchasing Department

Important Note:

1. **Invoice splitting is a violation of bid laws**
2. **DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university**

Purchases > \$20,001 ≤ \$30,000

5 Bona Fide Quotes Required

- Must secure funding by submitting a requisition for approval
 - Please be sure that your budget coding is correct
- Fax or e-mail quotes are acceptable
 - Forward quotes to the Purchasing Department
- Quotes – minimum of 3 working days
- Electronic/online approvals required
- P.O. issued by the Purchasing Department

Important Note:

1. **Purchasing Department personnel will solicit additional bids and/or quotes as needed**
2. **DO NOT forward department copies of P.O.'s to vendors, as this can result in duplicate shipments to the university**

Purchases > \$30,000

SEALED WRITTEN BIDS REQUIRED

Required Advertisement in newspapers:

- Ruston Daily Leader and The Advocate in Baton Rouge/New Orleans
- Advertise a minimum of 21 working days

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

- 21 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

Important Note:

1. **Purchasing Department personnel will solicit bids and/or quotes as needed**
2. **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
- Sodexo Purchases

SPECIAL MEAL

What is a special meal?

Special Meals are meals consisting of two or more people. Meals where one or more people entertain a job candidate or invited guest, or an employee working meeting where a meal or refreshments are served are considered Special Meal.

Examples of a Special Meal include:

- Visiting Dignitary
- Executive Level Persons from other Governmental Units
- Working Meals
- Agency Sponsored Conferences
- Job Candidates or Interviewees
- Student Events
- Fee-Based Events

(Louisiana State Travel Regulations PPM 49, Section 1509-1510.)

SPECIAL MEAL RATES

Special Meal Rates

Allowances for Special Meals Per our Demographic are as follows:

- **Breakfast - \$13 per person**
- **Lunch - \$15 per person**
- **Dinner - \$26 per person**
- **Refreshments - \$5 per person**
- **Tips must be reasonable and not exceed 20%**

(Louisiana State Travel Regulations PPM 49, Section 1509-1510.)

QUESTIONS

