

University of Louisiana at Lafayette

Procurement Standards & Procedures Manual

The overall goal of Purchasing is to procure quality products and services in the most cost-effective manner and satisfy the University's requirements on a timely basis, consistent with the University of Louisiana at Lafayette objectives while maintaining the highest ethical standards. Purchasing shall aim to acquire these quality products and services for the lowest long-term cost. Factors considered in determination of the "lowest long-term cost" will be identified and documented for significant purchasing decisions. The final buying decision shall result in the procurement of goods and services which represents the "Best Value" in the best interest of the University.

The purpose of this document is to:

- a. Provide guidance, in writing, to all UL Lafayette personnel performing procurement procedures or activities.
- b. Provide a definition of responsibilities, as well as limitations, of all UL Lafayette personnel involved in the procurement process.
- c. To standardize the procurement process so all departments across University have the same understanding.
- d. To encourage all Staff and Faculty to "Do the Right Thing" with ownership of actions and high ethical standards.

Nothing contained herein shall be construed to amend or override any statute, rule, regulation, policy or procedure of the State of Louisiana or any provision of the Federal Acquisition Regulations (FAR) as it pertains to Government contracts.

Each non-exempt state agency's purchasing department is formally delegated a purchasing authority in writing by the Director of State Purchasing within certain dollar limits based on the number of purchasing classifications, training, and performance. This is known as a "Delegated Purchasing Authority" (DPA). **Non-Purchasing Staff and faculty members without this authority are not authorized to commit the University to any financial obligation based on the purchase of goods and/or services.**

This document is part of the UL Lafayette's Continuous Improvement Program. Any Staff or Faculty member, at any level, can notify Purchasing with recommendations for improvement for these procurement processes. Over time, as changes are made to procedures below, the latest revised date will be annotated next to each line item in the Table of Contents and next to each paragraph. The date will be highlighted in yellow indicating the latest change occurring since the last update; the changed or additional wording in the revised paragraph will also be highlighted. This will allow ease in scanning the document for the latest changes. Over the next few months the highlighting will become less frequent as these procedures become the way we do business at UL Lafayette. The periodic updates as well as helpful hints to save money, will appear monthly on the Purchasing web site in the section titled, "From the Desk of the Director of Purchasing".

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UL Lafayette Procurement Procedures

1. Preparing a Purchasing Requisition (PR) (As of March 1, 2014)

The Standard:

- a. Use the PR for any purchase for authorized products or services which will be delivered to the Department for departmental use or activity where students will benefit from the purchase.
- b. The PR should not be used to spend public money to buy gifts for Staff and Faculty unless approved by a VP/Dean and the VP, Administration & Finance.
- c. The PR should not be used for any event that has already occurred or the event date has past; additionally a PR should not be used if the product or service has already been ordered or delivered. For these situations, submit a Direct Charge with request for VP, Administration & Finance approval.
- d. Use of the PR assures:
 - All buys for goods and services are appropriately approved;
 - Funding is properly approved and allocated;
 - The volume of spend is captured by commodity through the use of commodity codes;
 - Purchasing is involved in the buy to obtain the best value;
 - Approving authorities are accountable for their department spend;
 - The University spend is controlled and proper procurement procedures are used.
- e. Splitting of P.O.s or Contracts: No person shall willfully split a single transaction into a series of transactions for the purpose of evading bidding requirements as is prescribed in law, regulations, or University policy.
- f. Any authorized purchase that can be placed on a LaCarte card can also be placed using a PR but the preferred method is the LaCarte card; it saves the University money.
- g. Examples of purchases requested by a PR include: equipment, services, T-shirts, repairs, temporary labor, professional services and office supplies.
- h. When the PR is transformed into a Purchase Order (PO) and is accepted by the Supplier, the PO becomes a legal contract. The Supplier/Contractor is held accountable to the contract terms & conditions specified in, "TC101 – UL Lafayette General Terms and Conditions", located on the Purchasing web site.
- i. The purchase of certain products and substances in general is expressly prohibited by the university. Authority to purchase certain other items is restricted to designated offices and/or individuals. The Procurement Office periodically distributes lists of these items and issues notices of other items being added to the list or (occasionally) items being removed from the list. Some of these items that are prohibited or restricted include, but are not limited to, live animals, two-way radio equipment and licensed frequencies, fire extinguishers, radioactive materials, X-ray Machines, hazardous substances such as solvents, toxic materials, and chemicals, ethyl alcohol, narcotics and dangerous drugs, firearms and other weapons, precious metals, and explosives.

- j. Purchases of hazardous materials are restricted by the University to those offices and individuals only that are specifically authorized to do so.
- k. Purchase Orders for chemicals, solvents, or other products that may contain any kind of hazardous material must include a vendor requirement to furnish a Material Safety Data Sheet (MSDS) for the commodity purchased.
- l. Nothing in this procedure applies to purchases made with Foundation funds.
- m. Department Heads are responsible for overseeing control of the procurement of the hazardous materials listed in this section.
- n. Any items purchased with the UL Lafayette logo, must come from a licensed logo vendor (banners, signs, etc.). For the list of licensed logo vendors, please see the UL Communications and Marketing website.

Note: Requisitions for goods, services, travel, and printing for Operating Fund departments for the 2013-2014 fiscal years must be received by the business office no later than April 11, 2014 except for the Deans' Enhancement departments which must be received by this office no later than May 30, 2014. Other departments (Restricted and G accounts) will continue to follow normal procedures subject to the availability of funds in the requesting department.

The Procedure:

- a. Requestor must determine what products or services are required.
- b. If your request requires the purchase of coffee, food, snacks, meals, beverages, etc., a special meal request must be submitted to the Vice President of Administration and Finance and approved prior to submitting a purchase requisition to the Purchasing Office.
- c. Look at the Preferred Vendor List located on the Purchasing web site (Under construction). This list contains Suppliers who have been prequalified to do business with UL Lafayette. The Suppliers have ratings on how well they performed base of Supplier evaluations submitted by managers of past projects.
- d. When a potential Supplier has been identified for your project, ask the supplier if he will accept a LaCarte for a buy less than \$1000.
- e. Ask the supplier if he will accept a purchase order...do not make up a PO number, a "Fake" PO number, just to get the order placed. If you did that, there would be no legal clauses to back the transaction. If you use a "fake" PO number and end up in court due to a Supplier protest, there would be no legal instrument to fall back on; there's no contract, in hand, that you and the Supplier ever had a legal agreement. There would be no terms or conditions either party would have had to abide by.
- f. The University shall not be liable for any Purchase Order, variation, letter of intent, or instructions to proceed with a Purchase Order unless and until it has been authorized by the University Director of Purchasing.
- g. Complete a Purchase Requisition (PR)
 - Print Requestor name and always give a contact phone number; the assigned Buyer may have a question about the order.

- Write detailed specifications of what product or service is requested. Do not write, “See attached invoice or quote” unless the number of line items exceeds ten (10).
 - The specifications should list by line item the description, number of units and the cost and the extended cost. Do not just list an activity and a total dollar. The total dollar must be itemized for approval purposes and accountability of the expenditure.
 - VERY IMPORTANT: Include any special agreements made with the Supplier. Significant agreements must be captured in writing...in the PO or contract. In most cases, verbal agreements will not hold up in court.
 - Ensure that quantity requested is accurate and meets the department’s need.
 - If you want to change the order after the PO has been issue, contact purchasing. All changes must be captured in writing; do not just call the vendor and change the order. If there is a problem, the courts will want to look at the agreement made in writing.
 - Write in the supplier’s price quote if a source is available; if a source is unknown, estimate a price (Search the web for the product or service to get an estimated price).
 - Write in the Statement of Work, the specifications for what work is required. Do not write, “See attached Quote”
 - State any special instructions to include a “Need by Date” or “Sent PO to Requesting Dept”.
- h. Get an approval signature of a Department Head or VP/Dean.
 - i. Keep the pink copy for the department files.
 - j. Submit the requisition to Administrative Services for fund approval.
 - k. Once approved Administrative Services will forward the requisition to Purchasing.
 - l. After a PO is issued by Purchasing, never change or cancel an order without approval from Purchasing. A changed or cancelled order may incur additional charges.

Note: Department Heads, Deans and Vice Presidents should not approve any purchase requisitions or Direct Charge Forms that do not conform to these procurement procedures.

2. **Requesting additional funding on a Purchase Requisition, PO or contract** (As of March 14, 2014)

The Standard:

- a. All contracts must be properly funded before work begins.
- b. If due to changes in requirements or conditions, expected work exceeds approved funding, then additional funding must be requested and approved.
- c. Documentation on the approval of additional funding must be maintained in the PO or Contract file.

The Procedure:

- a. The department head or their designee will email Purchasing with request to increase funding on the requisition or Purchase Order.
- b. If the requested increase is over \$100, Purchasing will obtain approval from the appropriate comptroller, granted funds are available in the department’s budget.

- c. Purchasing will then revise the purchase order accordingly.
- d. Purchasing will send a copy of the revision to Accounts Payable along with a copy of the email for verification.
- e. Documentation on the approval of additional funding will be maintained in the PO or Contract file.

3. Placing an order with a Vendor or Contractor (As of March 1, 2014)

The Standard:

- a. All orders for products or services must have departmental approval.
- b. No order may be placed if funds for the buy have not been pre-approved.
- c. Never submit a Requisition for work that has been ordered or for work that has been completed.
- d. Unless purchased with a LaCarte card, all deliveries must be marked with a PO number to ensure the order is supported by contract clauses located on the Purchasing web site.

The Procedure:

- a. After submitting an approved Purchase Requisition to Purchasing, the Supplier will receive a Purchase Order in the mail.
- b. To speed the process, the requesting department is authorized to contact the supplier to place the order;
- c. Convey the PO number to the Supplier telephone, email, fax or hand deliver. Never give the Supplier a number that is not officially connected to University contract terms and Conditions.
- d. Inform the Supplier that the Terms and Conditions are located on the Purchasing web site.
- e. Ensure the Supplier knows where the shipment should be delivered and that each shipment should be marked with the PO number on the outside of the shipping container. All correspondence, packing lists and invoices from the Supplier should reference the PO number.
- f. If an order is dropped shipped, the order shall be sent, "To the attention of PO#" on the second line of the street address on the shipping label.
- g. Document when the order was placed and who, at the vendor location received the order.
- h. Always follow up by contacting the Supplier to inquiry whether the order was received; many times, an order has gone unfulfilled because the Supplier never received the order.
- i. On each follow-up call, ensure the Vendor understands when the shipment is due. If the Supplier cannot meet the agreed terms of the PO, notify Purchasing.
- j. Always document the results of each follow-up call.
- k. After a PO is issued by Purchasing, never change or cancel an order without approval from Purchasing. A changed or cancelled order may incur additional charges.

Note: Department Heads, Deans and Vice Presidents should not approve any purchase requisitions or Direct Charge Forms that do not conform to these procurement procedures.

4. Preparing a Direct Charge Form (DCF) to pay for an Invoice (As of March 1, 2014)

Direct payments are made for commitments or obligations for which little or no value can be added by processing the transaction through the standard procurement procedures. Such payments are processed by the University Accounts Payable Office and are not typically supported by the issuance of purchase orders, service orders or contracts. Invoices are sent by the provider directly to the department requestor or approving authority. The department requestor or approving authority date stamps the invoice when received, ensures appropriate signatures, enters an electronic transaction in the electronic purchasing system, if necessary, and forwards the invoice to the Accounts Payable Office.

The Standard:

a. The **Direct Charge Form (DCF) can only be used for the following:**

- Utilities, telephone, Internet, cable service, wireless service
- Membership dues, professional certifications, professional licenses, registrations. Do not use personal credit cards without approval in advance by a VP/Dean and by the VP, Administration & Finance.
- Refunds to students and staff.
- Reimbursements for techs and postdocs who are not authorized to have a LaCarte card. Approval must be obtained in advance of the buy. Contact the Purchasing Department for details.
- Reimbursement for students on scholarship for the purchase of textbooks.
- Reimbursement for canceled events or classes
- Athletic Camps through **June 30, 2014 (Subject to change once new procedures are implemented)**
- Sunbelt Conference payments
- Student athlete clothing allowance
- Immigration and other legal fees
- Unannounced City inspections such as Fire Marshall inspections.
- Fire Marshalls and police services hired to be on duty for any University activities or campus events.
- Employee background checks, urinalysis, lab work etc.
- Pre-Approved reimbursements for students working in remote areas
- SGA Appropriations, Bookstore resale items
- Approved special meals such as new-hire candidate meals
- **Pre-Approved Honorariums (Speakers), student stipends, student service payments i.e. musicians, cash awards, etc. Such payments must be preapproved prior to the event. Send a letter, through your Depart Head, to Purchasing, requesting authorization to make payment via the Direct Charge. The request**

must include justification for the event. Purchasing will obtain budget approval from Finance. Purchasing will be the approval authority for payments not to exceed \$500; all other requests must be approved by the VP, Administration and Finance.

- When requesting honorariums for events involving food, the honorarium request can be combined with the special meals request.
- Emergency vehicle repairs with approved justification
- Athletic Department teams meals and snacks, Scholarship Athlete meals and books
- SODEXO charges for catering and dining services
- Cajun Card transactions
- Art Museum consignment payments
- Facilities Management, Housing and Student Union maintenance Work Orders
- Reimbursement for POV mileage for official State business. Reimbursement for mileage must be processed via a travel request.
- All requests for reimbursement with justification must approved in advance by a VP/Dean and by the VP, Administration & Finance
- Other requests to use the DC form must be approved in advance by a VP/Dean and by the VP, Administration & Finance
- When in doubt or time is of the essence, call the Purchasing Office for advice on how to proceed.
- Do not use a personal credit card without Purchasing or VP, Administration and Finance approval.

b. The Direct Charge Form (DCF) cannot be used for the following:

- Products and services not listed in Para #3a above.
- For product and/or services not yet received.
- Instructors, guards or contractors who not employees of University.
- IT products, office supplies, Research supplies
- To pay invoices for products or services received without first submitting a Purchase Requisition prior to the buy.
- Travel related invoices such as meals, mileage, hotels, flights, car rentals
- Unapproved food, drinking water or snacks
- Books, bus trips, reservations
- Any purchase where Foundation funds are expected to be used.
- Reimbursements other than bona fide emergencies
- All reimbursements not authorized by VP, Administration & Finance.

- c. Requesting approval to conduct an event does not automatically approve paying for the event by direct charge. Requesting to conduct an even must include how the event will be paid and what account the event will be charged to.

Note: Department Heads, Deans and Vice Presidents should not approve any purchase requisitions or Direct Charge Forms that do not conform to these procurement procedures.

The Procedure:

- a. Requestor must determine what products or services are required.
- b. If the item/buy is approved to be purchased or reimbursed via a Direct Charge Form, the buy is made.
- c. Do not submit a direct charge form because the supplier will not take a LaCarte card; submit a purchase requisition in advance of the buy.
- d. When the invoice is received the department is to complete a Direct Charge Form (DCF)
- e. Print Requestor name and always give a contact phone number. Purchasing may have a question about the order.
- f. Write detailed specifications of what product or service was purchased. Do not write, "See attached invoice".
- g. Get an approval signature of Department Head.
- h. Submit the DCF to Administration & Finance for budget approval
- i. DCF is then routed to Purchasing to ensure proper procurement procedures were followed and to confirm that the buy was authorized.

Note: DCFs submitted for unauthorized buys will be immediately sent back to requesting Departments. Requestor will have to send a letter through their Dean or Vice President to the Vice President of Administration and Finance, to request the invoice be paid by Direct Charge. The request must state why a purchase requisition was not submitted prior to the buy.

When in doubt about a buy, play it safe...contact the Purchasing Department prior to making the buy.

5. Conducting a Competitive Bid (As of March 1, 2014)

The Standard:

- a. Competitive bids are not required for buys less than \$5,000, but the Requestor must provide at least one quote. If the Requestor does not know of a source, use a best estimate based on historical data or a search on the Web. (Note: Purchasing is not required to buy from the vendor suggested by the requestor. Do not place the order prior to submitting the PR to Purchasing. Do not tell the supplier he is going to get the business.)
- b. For buys exceeding \$5,000 but less than \$15,000, the requesting Dept. or Purchasing must solicit three (3) competitive bids. (Attach a summary of the bids to the PR.)
- c. For buys exceeding \$15,000, the Purchasing Office must solicit at least five (5) competitive bids. (Attach a list of preferred vendors to the PR.)
- d. For buys exceeding \$25,000, Purchasing must solicit bids through advertising.
- e. Public notice of the intent to formally request services from the open market shall be posted in a location easily accessible to any bidder who may wish to participate in the competition for a contract award. Such bid opportunities are located on the LaPac web

site. Complete copies of the bid or proposal solicitation document must be maintained in the Procurement Office and made available to any interested bidder upon request. The solicitation process may also include an announcement in an appropriate newspaper, trade journal or focus media, including a brief description of the work to be performed, the closing date and time for bids or proposals to be received, and the location where complete copies of the solicitation document may be obtained.

- f. If you have requirements to be performed at different locations on campus, by the same vendor, treat all of the requirements as one project. They can be on one requisition or separate requisitions. The sum of the requirement is used to test against the thresholds above.
- g. If the requirement is separated into smaller projects so that each one is under \$5,000, that is call "Splitting" and is prohibited by State policy.
- h. Scientific and laboratory supplies:
 - Exec Order KBB 2007-10, Sect 5A-26 allows for a non-competitive bid process of scientific and laboratory supplies and equipment when procured for laboratory scientific research.
 - This regulation does not apply to a service. Services should follow the competitive bid procedures unless it qualifies as a "Sole Source" procurement.
 - Departments must fill out an exemption form and submit it along with a valid quote from the vendor both attached to a Purchase Requisition.
 - The procurement cannot exceed Twenty Five Thousand Dollars (\$25,000.00) per transaction. This does not mean three, \$15,000 orders in one week for the same product. This is called artificially splitting an order to avoid a threshold.
- i. By not adhering to the procedure below, increases the risk of a legal challenge, Vendor protest or a negative State audit finding.

The Procedure:

- a. Carefully identify and provide a full description of all required specifications for products or services to be purchased on a Purchase requisition.
- b. Give each Vendor exactly the same information; it is preferred to use fax or email.
- c. Make sure Vendor does not include tax in the quote.
- d. Ask the Vendor to pay shipping and handling (he may not but ask anyway).
- e. If the University pays freight, Vendor must include freight on the quote.
- f. Never accept a Vendors catalog price without trying to negotiate a lower price. It saves to let Purchasing negotiate for you. Purchasing uses buying power to leverage the buy.
- g. Let the Vendor know what delivery date the order is required.
- h. The vendor should be made aware that a quote does not initiate the order to process for delivery.
- i. In a competitive bid the Supplier is authorized to provide substitutions unless the bid specifications specifically states, "No Substitutions". To specify no substitutions, the Requestor must request approval from the Director of Purchasing.
- j. Ask for the quote in writing and attach it to the requisition for future reference.
- k. Do not share one Vendor's price with another Vendor prior to the buy. Price quotations and/or resulting prices through negotiation arrived at between vendors and the University is considered confidential and shall not be revealed to any other vendor or unauthorized person. Not only is it unethical to discuss one vendor's pricing and/or

proposal with other vendors, it may affect future negotiations with all vendors on the basis of lack of trust in the University.

- l. Justification for not accepting the lowest bid must be submitted to Purchasing prior to a PO or contract executed. Contact Purchasing for guidance.
- m. Vendors are responsible for the accuracy of their quoted prices. In the event of a discrepancy between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid submission deadline, after which, in the event of an error, bids may not be amended, but may be withdrawn. After an order is issued, no bid may be withdrawn or amended without penalty to the vendor, unless the Procurement Department considers the change to be in the best interest of the University.
- n. Ensure competitive bids are conducted in accordance to University procurement procedures; a vendor or other interested party may request to review a bid, a contract, or other public document. Generally, any record that is subject to review for the public is also subject to be copied for the public, per The Public Records Act. A request may be formal or informal and is to be accommodated in the most reasonable manner and a mutually acceptable timeframe in which the review or copy work is to be accomplished.
- o. Any formal request must be forwarded to the Director of Purchasing, or designee, and be handled in accordance with the provisions within the Public Records Act. The right of public review of records does not include any right to disrupt operations. Thus, while bids are generally not available for full review at the time of bid opening, they should be made available at a subsequent time. Likewise, work-in-progress, such as an evaluation committee's unfinished bid analysis effort, and bidder employee information or financial records, are not subject to a public request for review. However, any of these are subject to subpoena by a court.
- p. True proprietary information submitted by a bidder may be protected from public review, but the mere fact that the information is marked by the bidder as proprietary does not necessarily make the information proprietary and protected by the Public Records Act. If material marked as proprietary is requested to be reviewed, the entity or individual claiming it to be proprietary shall be contacted and given the opportunity to demonstrate that it is proprietary. In contested cases, the Procurement Officer shall be advised. An opinion by the Office of Operational Review may also be requested.
- q. Procurement records being reviewed are to remain under the control of and in the presence of Procurement Office personnel.
- r. Do not sign a Vendor's quote or contract. Only Staff and Faculty members whom have been delegated procurement signature authority may sign and enter into a contractual agreement.
- s. If the lowest price bid is not selected to receive the award, the Department conducting the bid evaluation must provide the Director of Purchasing a statement justifying the proposed selection. The Director of Purchasing must approve the selection.
- t. Treat the Vendor with respect and be fair at all times. Not only does fair treatment enhance Supplier relations but it is the right thing to do.
- u. Do not accept money or gift offers from Vendors.
- v. If a gift arrives in the mail and left on an employee's desk during their absence, the respective department head must be advised of the incident. If the gift is not money and

the value of the gift is estimated to be less than \$25, the Department Head may approve keeping the gift by documenting the approval by email. Otherwise the gift must be sent back to the supplier or donated to the Foundation. (This only applies to gifts from vendors...for the policy on receiving gifts from non-vendors, please refer to the State of Louisiana Code of Governmental Ethics).

6. Conducting a Competitive Bid in Excess of \$25,000 (As of March 1, 2014)

The Standard:

- a. Purchasing will conduct **all** bids in excess of \$25,000
- b. Purchasing's bid oversight includes:
 - Assisting the Requesting department with developing the Bid specifications
 - Advertising if required
 - Loading the bid on LPAC
 - Managing all inquiries and addenda
 - Receiving bid submissions from potential Suppliers
 - Conducting public bid opening and documenting results
 - Overseeing bid evaluations conducted by the requesting department
 - Notifying the winning bidder of the award
 - Notifying those bidders who did not win the award
 - Requesting bonds if required
 - Negotiating the contract with winning bidder
 - Writing the contract and managing the approval process
 - After contract execution, uploading the contract into the Contract Management System (CMS).
 - Purchasing will generate a Purchase Order and send a copy of the PO to the service provider along with a copy of the executed contract.
- c. The requesting department will be responsible for conducting the bid evaluation process.

The Procedure:

- a. Submit a Purchase requisition to start the bidding process.
- b. Purchasing will conduct bid solicitation process
- c. Notify Purchasing as soon as possible once a need for change is discovered prior to the bid opening. (Addenda are not permitted to be issued within 72 hours of bid opening date and time.)
- d. Do not request the bid be canceled or changed after the bids have been opened unless the following conditions are present:
 - The purchase is no longer required.
 - Proper funding is no longer available
 - The specification have significantly changed
 - All the bid submissions are unacceptable
 - All the bidders have been disqualified

- e. Once Purchasing delivers RFP bid submissions to the requesting department, conduct the bid evaluation process in accordance with following guidelines:
- An Evaluation Committee shall be formed using no less than 3 individuals.
 - The committee members will be strictly prohibited from participating in individual meetings or any other direct contact with vendors once they have been appointed to the Evaluation Committee relative to this project until Purchasing has concluded the award process.
 - No conflict of interest shall exist for any member of the evaluation committee, i.e., (1) part ownership in any company submitting an offer, (2) family members working for or having part ownership in any company submitting an offer, and/or (3) any other reason why a member of the evaluation committee cannot give an impartial evaluation.
 - Members must agree that their sole objective is to recommend the proposer whose proposal is most responsive to the University's needs, price and other evaluation factors set forth in the RFP considered.
 - Each member will initiate, conduct, and complete an individual evaluation of each vendor. The evaluation will be summarized and a consensus formed by the Committee as a whole.
 - Each committee member shall submit an Evaluation Sheet for each vendor along with the consensus evaluation and letter with award recommendation.
 - It may develop that members of the Committee will not always arrive at the same conclusions. The Committee will discuss any individual differences as best as possible, which may include requests for additional material (coordinated through Purchasing). The resulting discussions or materials may bring consensus or each member may retain his/her independent thinking in his/her rating, which will be averaged with the other evaluations.
 - Wherein these methods produce an unacceptable conclusion to any member, he/she may, at his/her option, take exception in their final report. Where such differences are matters of fact (mathematical in nature or facts of evidence), and cannot be resolved by consensus, the University Project Leader shall rule.
 - All decisions by the committee are subject to protest. Each member and/or the whole panel may be called upon to explain or defend the rating(s).

7. Planning for Special Meals (As of March 1, 2013)

The Standard:

- d. If your request requires the purchase of coffee, food, snacks, meals, beverages, etc., a special meal request must be submitted to the Vice President of Administration & Finance and approved, prior to submitting a purchase requisition to the Purchasing Office.
- e. Special Meals must be approved by the VP of Administration & Finance in advance of the event. In accordance with the PPM 49 Guideline, the VP of Administration & Finance may authorize a special meal within allowable rates listed under Meals-Tier I, to be served in conjunction with a working meeting of departmental staff.
- f. Once the special meal request has been approved and the vendor requires a deposit or prepayment, the requestor must submit a Purchase Requisition for the prepayment amount.
- g. Special Meals must be related to student activities or staff support of student activities.
- h. Special Meals shall not be charged to the LaCarte card, unless approved by Purchasing.**
- i. State funds cannot be used for celebratory functions such as end-of-year pizza parties for the staff.
- j. Administrative Services must report this information to the University of Louisiana System office which in turn reports it to the Commissioner of Administration.

The Procedure:

- a. Determine whether the meal request qualifies for Special Meals
 - 1) Dinner for special events
 - 2) Pizza for a student workshop
 - 3) Meals for Contractors and Consultants
 - 4) Coffee, sodas and other beverages.
 - 5) Meals for special visitors
 - 6) Meals for new-hire candidates
- b. Use a Special Meal form or write a letter to request approval for a Special Meal; include the purpose of the meal and who will be attending.
- c. For a staff or faculty meeting, an agenda for the meeting must be submitted with the Special Meal form so Finance & Administration can determine whether a Special Meal is necessary.
- d. Finance & Administration will either deny the request and send it back to the requestor with an explanation for any denial of a Special Meal request or endorse the request and send to VP Administration for approval.
- e. Upon approval of the Special Meal select a local restaurant and make reservations or select a food service provider and coordinate delivery of service.
- f. Ask for a discount when there is a large number participants or a large frequency of dining events over a period of time.
- g. Once the special meal request has been approved and the vendor requires a deposit or prepayment, the requestor must submit a Purchase Requisition for the prepayment amount.

- h. Request an invoice from the Supplier, for the prepayment amount; on the requisition, indicate "Prepayment Required – Invoice Attached". Attach the invoice to the requisition and submit it to Purchasing.
- i. After the event, submit a Direct Charge form with receipts, roster of participants, and approval letter attached. (For banquets and large groups, accounting will provide additional instruction upon approval of the request).
- j. Finance Administration will provide Requestor with additional instructions to assist with planning.
- k. Special Meals can be paid by personal credit card or invoices can be paid by submitting a Direct Charge form.

8. Planning a Special Event or Project (As of March 1, 2014)

The Standard:

- a. All projects require a well thought out plan to include risk management.
- b. All completed projects must close with documenting lessons learned or an after action assessment and keep on file to refer to for planning the next event.

The Procedure:

- a. Identify the purpose/objectives of the project in a scope statement.
- b. Make an assessment of available resources.
- c. If there is a requirement for food, submit a Special Meal request to the Business Office.
- d. If there is a requirement to purchase promotional items, submit a letter requesting approval to purchase same; the approving authority is the Vice President, Administration and Finance. Explain what is going to be purchased and how it will be used and who will be receiving the items. Promotional Items cannot be charged to the LaCarte card without approval from Purchasing.
- e. Attach the approval letter to the purchase requisition before submitting to Purchasing.
- f. Do not submit a requisition to buy a "lot of stuff" not to exceed some dollar amount. The requisition must itemize each item category along with an estimated price. (i.e. 50 ea. coffee mugs, 200ea t-shirts, 400ea key chains, etc.) **Purchasing can help you plan.**
- g. If there is a requirement for buying motor gas, request approval through your Department Head, Dean, or Vice President to authorize reimbursement via a Direct Charge form. The approving authority is the Vice President, Administration and Finance.
- h. Make a list of what requirements must be purchased. Purchasing will assist in finding Supplies, determining lead times and planning what types of solicitations must be conducted. Get Purchasing into the planning stage early.
- i. Requestor must have a full understanding of the requirement/scope of the project
- j. Select project team members with required skill-sets
- k. Identify all the tasks required to complete the project
- l. Assign tasks to team members
- m. Schedule each tasks with due dates and major milestones
- n. Perform a risk assessment – What could go wrong...develop a plan should the risk even happen?
- o. Evaluate the performance of the project plan during the project; take corrective action.

- p. Evaluate the quality of deliverables compare to the expectations in the scope statement.
- q. Document lessons learned for the next event of that type and size.

9. Advice: Developing a Risk Management Plan (As of July 8, 2013)

The Standard:

- a. All projects have some degree of risk...as do procurement projects.
- b. All potential risk events must have a plan or risk response
- c. Poor risk management, will result in higher costs in the long run.

The Procedure:

- a. Identify and list all potential risk events
- b. Submit a Purchase Requisition to get the procurement started. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.
- c. Determine a probability of chance the risk event may happen.
- d. Quantify each risk event in terms of damage if the event should happen
- e. Prioritized the risk events in terms of probability and degree of damage
- f. Determine risk responses in terms of available resources and cost
- g. Track each potential risk of significance
- h. Implement the risk response plan in the event the risk event happens
- i. Evaluate how it effects your project (the stage band doesn't show for a crowd of 2,000 students and their parents; the Supplier calls and states that trophies will not be delivered on time for tonight's banquet; you ordered the wrong colors...you have 4000 "Go Cajuns" dolls dressed in yellow and purple on homecoming weekend.)

10. Contracting Custom Services (As of March 1, 2014)

The Standard:

- a. When contracting for Custom services such as software development, developing training modules, writing a manual and other similar services, a competitive solicitation may not be required, depending on the estimated dollar value of the impending contract.
- b. The thresholds for these types of professional services are as follows:
 - Software contracts exceeding \$100,000 require competitive solicitations
 - All other professional services exceeding \$49,995 require competitive solicitation.
 - OCR reserves the right to waive the competitive solicitation.

- c. When contracting for Custom services such as the procurement of Tee Shirts where the Requestor must approve the design or the procurement of printed materials such as invitation, diplomas, etc., a competitive solicitation is required, depending on the price of the procurement. The Supplier generally knows the market unit price and can compete with other Suppliers in the industry.
- d. The price for services as well as terms and conditions for the contract should be negotiated by Purchasing.
- e. Normally custom service contracts do not exceed one (1) year.
- f. Only the University President and those individuals he has delegated signature authority, may sign a professional services contract.
- g. Do not sign any Supplier/Contractor agreement; refer them to Purchasing.
- h. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.
- i. After a PO is issued by Purchasing, never change or cancel an order without approval from Purchasing. A changed or cancelled order may incur additional charges.
- j. When in doubt, contact Purchasing.

The Procedure:

- a. Requestor must determine what services are required to be purchase.
- b. It is very important to develop a complete detailed Scope of Work (SOW)
- c. Get an estimated price for the work (From Contractor or from past history); do not negotiate price...let Purchasing negotiate with the contractor.
- d. Do not sign anything...not even the contractor's quote.
- e. Complete a Purchase Requisition (PR) and include the SOW and a "Need by date".
- f. Ensure the Department Budget Manager confirms funds are available to pay for the services.
- g. The Department Head or Dean/VP must approve the requisition.
- h. Submit the requisition to Administrative Services for fund approval. Once approved the requisition will be routed to Purchasing.
- i. Purchasing will meet with requestor to confirm the scope of work.
- j. Purchasing will then meet with the Contractor to negotiate price and contract terms and conditions and issue a Purchase Order.
- k. The Purchasing Department will provide a copy of the Purchase Order to the requesting Department for their file.
- l. The requestor will meet with the Supplier and coordinate the work.
- m. Once custom work is in production, generally the order cannot be changed or canceled.
- n. If changes or cancelation must be made, the Supplier may add charges to project. Now you have little leverage on controlling those charges.
- o. Many times the Supplier will require a deposit before work commences; indicate those terms on the requisition.
- p. If work is picked up by the Requestor, that is considered delivery and requires "receiving the order" per Section #14.
- q. If the procurement was a large order, the Requestor is encouraged to complete a Supplier evaluation and submit it to Purchasing.

11. Contracting Professional Services (As of March 1, 2014)

The Standard:

- a. Professional services includes specialized services such as architectural, legal, musicians, artists, writers, and consultant services to include engineers, scientists, etc.
- b. Professional services include specialized and creative services such as musicians, artists, writers, dancers, etc.
- c. When contracting for professional services, a competitive solicitation is not required unless the estimated value of the contract exceeds \$49,999.99 (\$250,000 for Social Services).
- d. When a professional services project is expected to exceed \$49,999.99, the RFP and the contract must be approved by the OCR helpdesk at DOA-OCRHELPDESK@la.gov.
- e. These bids must be advertised; adjust the lead time accordingly.
- f. Price for services as well as terms and conditions for the contract must be negotiated by Purchasing.
- g. Normally professional services contracts do not exceed one (1) year.
- h. Only the University President and those individuals he has delegated signature authority, may sign a professional services contract.
- i. Do not sign any Supplier/Contractor agreement; refer them to Purchasing.
- j. When in doubt, contact Purchasing.
- k. All Contracts must be signed by approved signature authorities and all Contracts must be maintained on file in the Purchasing office.

The Procedure:

- a. Requestor must determine what services are required to be purchase.
- b. When contracting with a University employee, submit an Employee Payroll Voucher to Human Resources and the approved funds will added to the employees' pay check.
- c. When contracting with a vendor or service provider submit a Purchase requisition to the Purchasing Department.
- d. It is very important to develop a complete detailed Scope of Work (SOW)
- e. Get an estimated price or proposal for the work (From Contractor or from past history); do not negotiate price...let Purchasing negotiate with the contractor.
- f. Provide Purchasing with the contractor's contact information to include email address.
- g. **Do not sign anything...not even the contractor's quote.**
- h. If you are unfamiliar with this process, contact Purchasing for advice on how to proceed. They will let you know if the purchase will be turned into a Purchase Order and/or a Contract.
- i. Generally, for buys less than \$5,000, after evaluating the best value for the buy, Purchasing will generate a PO and refer the Contractor to the Purchasing web site for binding contract terms and conditions. (Purchase Orders are actually legal contracts when a Supplier or Contractor accepts it either by acknowledging receipt or by filling the

- order by delivery. The Purchase Order enables the University to have legal recourse should there a dispute arise from the Supplier or the University).
- j. If the procurement is high risk, such as an Architect writing the specifications for a high dollar capital project, Purchasing may decide to generate a full contract specifying exactly what the Contractor is obligated to do and not do. The objective to this process is to ensure the University is protected from risk exposure but more importantly, to ensure the health and welfare of the Students and Employees are fully protected.
 - k. Most Professional Services contracts over \$5,000 are managed with fully developed contracts, depending upon the risk. The Purchasing Department will determine the type of contract to be used.
 - l. Complete a Purchase Requisition (PR) and the SOW and be sure to include a “Need by date” to give Purchasing a sense of urgency.
 - m. Ensure the Department Budget Manager confirms funds are available to pay for the services.
 - n. The Department Head or Dean/VP must approve the requisition. If they allow others to sign for them, the Department or Dean/VP remain accountable for the spend.
 - k. Submit the requisition to Administrative Services for fund approval. Once approved the requisition will be routed to Purchasing. Allow at a minimum, three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.
 - l. When a professional consulting services project is expected to exceed \$49,999.99, be sure to submit a well-developed statement of justification, along with the Purchase Requisition. The justification must explain why there is a need for the service as well as justification for not using University employees to perform the service.
 - o. Purchasing will meet with the requestor to confirm the scope of work.
 - p. Purchasing will then meet with the Contractor to negotiate price and contract terms and conditions.
 - q. The contract will then be reviewed by the University’s Safety and Risk Management office to ensure the proper insurance coverage standards are met. **ALL** contractors must have the required University specified insurance coverage for the entire duration of the contract.
 - r. Once there is agreement between all University stakeholders and the Contractor, Purchasing will draft a contract for Contractor’s review. UL Lafayette very rarely agrees to use a Contractor’s contract unless it is a maintenance agreement for very technical equipment or a complex software agreement.
 - s. The Contractor may have objections or may offer revisions. When he or she is in agreement, he or she will sign the contract.
 - t. The contract will then be reviewed by the Office of Operational Review to ensure the legal language of the contract offers adequate protection to the University.
 - u. The Office of Operational Review will forward the contract to the VP, Administration and Finance for signature, thus executing the contract.
 - v. If over \$49,999.99, the executed contract must be sent to OCR for review and approval before any work can start.
 - w. Ensure the Contractor does not start work until the VP, Administration and Finance has signed the contract, thus executing the contract.
 - x. Purchasing will then send the executed contract to the Contractor along with a Letter to Proceed. Never allow the Contractor to start work before a contract is signed. Allowing

the contractor to work without a contract leaves you and the University without legal protection.

- y. The Purchasing Department will provide a copy of the executed contract to the requesting Department for their file and contract administration.

12. Contracting Entertainment (Bands, Singers and other Performers) (As of August 7, 2013)

The Standard:

- a. When contracting entertainment, the competitive bidding process is not required.
- b. A Purchase Order must be issued for all entertainment.
- c. All Performers must carry University specified liability insurance or be covered by their Agent's policy.
- d. Some entertainment is arranged through an agent; the agent as well as the performers must be covered by insurance standards specified by UL Lafayette.
- e. "Check in hand" on the day of performance is not authorized. If the performer cannot accept payment Net30 or thirty days after the date AP receives the invoice, the performer will not be contracted to perform. This should be clearly stated when Departments are discussing the event with agents of the performer.
- f. Any exceptions to this procedure must be approved in advance of the event. The approving authority is the Vice President of administration and Finance.

The Procedure:

- a. Requestor must get an estimated price for the work (From agent or past history); do not negotiate price or agree to pay any specified amount...allow Purchasing to negotiate with the agent.
- b. **Do not sign the Agent's agreement and do not verbally commit to anything;** asked for a written quote and submit it to Purchasing along with a completed Purchase Requisition (PR) to include when and where the event will take place and the cost.
- c. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.
- d. Follow the contract process stated in paragraph #10.

13. Contracting Major Repair, Construction or Renovation Projects (As of August 7, 2013)

The Standard:

- a. Review the Standard for competitive bids stated in Paragraph #4.
- b. When in doubt, get Purchasing involved in the procurement as early as possible.
- c. Contractors shall not perform work on University without a contract. (A purchase order and/or a Letter of Authorization, becomes a contract when accepted by the Contractor or Supplier).
- d. With Purchasing Office oversight, authorized departments can bid public works projects up to \$149,999. For project estimated \$150,000 and above, Purchasing must bid the project. Bids for projects exceeding \$500,000 must be handled by Facilities Planning and Control office at the State level.

- e. The apparent low bidder has ten (10) calendar days from the bid opening to deliver to Purchasing affidavits in accordance with LA R.S. 38:2212.10.

The Procedure:

- a. Requestor must determine the requirement for the procurement.
- b. Develop a complete and clear scope of work.
- c. Complete and submit a Purchase Requisition (PR)
- d. Purchasing will assist Facilities Management and NIRC in generating the solicitation documents.
- e. Facilities Management and NIRC will conduct pre-bid conferences and solicit bids from prospective contractors.
- f. Selected Contractor may be required to post a Performance and/or Payment Bond to secure work or to ensure Subcontractors get paid by the Contractor.
- g. Purchasing will negotiate contract terms and condition with the Contractor.
- h. Once the contract has been executed, Purchasing will file a copy of the contract and the Performance Bond with the Clerk of Court office.
- i. Purchasing will then issue a "Notice to Proceed" to the Contractor to commence work.
- j. Once work has been completed the Director of Facilities Management or the Director of NIRC will send Purchasing a Notice of Acceptance indicating Contractor has satisfactorily completed work.
- k. Purchasing will file the Notice of Acceptance Bond with the Clerk of Court office, which begins a 45 days lien period.
- l. During the 45 day lien period, the University with holds 10% of payment due contractor until the contractor has paid all of his subcontractors.
- m. Once work has been completed Purchasing will execute contract Closeout procedures.

14. Contract Administration (As of March 1, 2014)

"A contract is an agreement having a lawful object entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them". (From Wikipedia, the Free Encyclopedia).

The Standard:

- a. The University Staff as well as the Contractor have legal obligations to abide by the strict wording both parties agreed upon in the contract.
- b. The firm fixed price contract shall be the contract type of choice. The firm fixed price contract is simply an agreement for the buyer to pay a specified price to the seller when the latter delivers that which was purchased. If a fair and reasonable price can be determined, either by competition or by adequate price or cost analysis, a firm fixed price contract may be the best choice. Among its advantages are that it requires minimum administration (no auditing of costs), it gives the seller the maximum incentive to produce efficiently, and all financial risks are borne by the seller. Other contract types may be used at the discretion of the Purchasing Department.

- c. The University Staff must monitor the Contractor's performance for compliance as well as project quality.
- d. A Purchase Order becomes a legal contract once the supplier acknowledges receipt of the Purchase Order or PO number; this is why it is so important not to give the supplier a made up "fake" PO number just to get the order placed.
- e. A Purchase Order can also become a legal contract once the supplier makes delivery on the order.
- f. Contracts containing "liquidated damages" clause can only be used to mitigate the estimated cost of expected potential damages the University could experience if the Contractor failed to meet a project due date on time. Liquidated damages cannot be used as punishment nor used as an incentive to get a project completed on time. The clause must be interpreted, tested and upheld in a court of law.
- g. Except in cases of emergency to protect human life or State property, work shall not commence on any contract until the contract has been approved by the appropriate authority. Any work performed by the contractor before the date of approval can be considered as having been done at the contractor's own risk, and potentially as volunteer work.
- h. A "progress payment" is defined as any partial payment of the contract price during the progress of the work. If a provision in the contract calls for progress payments to be made, they shall be made at clearly identifiable stages of progress, and be based upon written progress reports submitted with the contractor's invoices. Progress payments shall not be made in advance of services rendered.

The Procedure:

- a. Requestor must determine procurement requirements.
- b. Develop a complete and clear scope of work.
- c. Complete and submit a Purchase Requisition (PR) which includes an estimated cost, payment rates, payment dates, the start and termination dates, and the complete contractor contact information to include Point of Contact, business name, business address, email address and phone number. Also include who the University Representative will be.
- d. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.
- e. Purchasing will generate a solicitation document depending on the value of the procurement (See Section #4, Conducting a Competitive Bid).
- f. Purchasing will negotiate the contract terms and conditions with the awarded bidder.
- g. Only the University President, the Provost, and the VP of Administration and Finance and those individuals with special signature authority are authorized to sign a University contract. Contact immediately Purchasing, should a vendor present a Contract or Agreement for signature; Purchasing will ensure the contract contains the clauses required by the state.
- h. At the close of every contract, the Department receiving the product or service will evaluate the contractor's performance and submit a Contractor Evaluation form to Purchasing within ten (10) working days of close of the contract.
- i. Do not be concerned if all the money for the project has not been spent. Send a copy of the Department's PO with acknowledging receipt of completed services and Finance will unencumber the unexpended funds.

- j. No receiving reports will be filed unless the Director of Purchasing reviews the contract file and approves that all closing activities have been properly completed.
- k. Important: Never authorize a contractor to start work prior to a signed contract or a signed contract. A Contractor cannot get paid for work completed without a signed contract.**

15. Terminating a Contract (As of August 7, 2013)

The Standard:

- a. **Only Purchasing can cancel a contract before its termination date.** Purchasing will consult with Operational Review Office due to the complexity of the legal aspects of terminating a contract.
- b. Contracts can be terminated for the Convenience of the University. For example, work may no longer be required due to a change of conditions or a change of management strategy in handling a situation.
- c. Contracts can be terminated for the Lack of funds, again for the Convenience of the University.
- d. Contracts can be terminated for Cause. Should a Contractor breach the contract and fails to cure the problem, University has the right to terminate the contract and seek damages.

The Procedure:

- a. Should the University Representative, assigned to the contract, determine there is sufficient reason to terminate the contract, he or she should immediately inform Purchasing.
- b. Provide Purchasing with required documentation such as a statement outlining the problem, a sequence of events as the problem developed, witness statements, Contractor statements and other actions taken to resolve the problem.
- c. Should University personnel be confronted by a contractor where the situation is becoming a heated altercation, tactfully remove yourself from the situation and immediately report the problem to Purchasing by **telephone**. Take accurate notes of what happened, who said what and note actions taken by all parties involved.
- d. A vendor or contractor may be removed or suspended from a University's list of potential bidders and be prohibited from participating in any of the University's bid processes if there has been a failure without good cause to perform in accordance with the terms of a past contract with the University, another Louisiana University campus, or with any other governmental entity.
- e. A contractor may also be removed or suspended if its performance with respect to a previously awarded purchase order or contract has been unsatisfactory. Such exclusion must remain in effect for at least 90 days after the unsatisfactory performance has been recorded, but shall not exceed a period of 360 calendar days in duration. A vendor or contractor excluded from bidding shall be relieved of the prohibition at any time after the 90-day minimum period, upon demonstrating to the University's satisfaction that the problems that resulted in the removal or suspension have been corrected.
- f. Purchasing will determine whether it is in the best interest of the University to terminate a contract or suspend the contract from doing business with the University.

- g. Purchasing must consider the following:
- Is there enough documentation to terminate the contract and be successful in court should the contractor file a protest.
 - In some contracts, the Contractor is entitled to large compensation for a contract terminated prematurely, such as a contract terminated for Convenience.
 - Are there other contractors who can finish the work at a reasonable cost?
 - What is the overall impact to the University if the contract was terminated and the work did not get completed?

Note: The termination of a contract is a very serious and extreme action to take. It means not only losing revenue on the current project, but may negatively affect a contractor's ability win future opportunities with government and corporate projects.

16. Receiving a Delivery of Product directly from the Supplier (As of April 14, 2014)

The Standard:

- a. Accounting will not pay a supplier invoice unless the product delivery has been properly accepted and received in the system.
- b. Accounting must match the PO, the receiving paperwork and invoice in a 3 way match.

The Procedure:

- a. When the order arrives in the department, carefully inspect the shipment for damage and correctness of the order.
- b. Ensure packing list matches what was ordered on the PO.
- c. If the shipment received contains chemicals, solvents, or other products that may contain any kind of hazardous material contact the Safety Office to ensure they have a copy of the Material Safety Data Sheet (MSDS) for the commodities purchased.
- d. If the value of any piece of equipment in the shipment exceeds \$1,000 notify the Property Control office as soon as possible so the equipment can be properly tagged and entered into the Asset Inventory Database.
- e. If any items have not been delivered, i.e. backordered or enroute, submit a partial receiving report to Purchasing, otherwise send final receiving report if order is complete.
- f. On the Partial Receiving form, enter the date the product was received on the line designated, "Date received." That is not the date the form was completed.
- g. If the value of equipment exceed \$1,000, notify the Property Control office immediately to arrange getting the equipment inventoried and properly tagged.
- h. Accounting cannot pay Vendor unless the PO, the packing list and the invoice match.
- i. If the invoice arrives in the department, submit the original itemized invoice to Accounts Payable for payment. Keep a copy of the invoice for the department file.

17. Receiving a Provider's Service (As of April 22, 2013)

The Standard:

- a. Accounting will not pay a supplier invoice unless the product delivery has been properly accepted and received in the system.
- b. Accounting must match the PO, the receiving paperwork and invoice in a 3 way match.

The Procedure:

- a. The Purchase Order or Contract will state the scope of work the contractor has been tasked to perform.
- b. When accepting the Contractor's work, compare the work completed with the specifications contained on the PO or contract.
- c. If there is failure on the Contractor's part to perform to the quality stated in the specifications, notify the Contractor in writing and then give the Contractor a reasonable amount of time to fix the problem.
- d. Always notify Purchasing that a problem exists even if you believe it will be resolve within a few days.
- e. Do not approve the invoice for payment until the Contractor's work meets all of the requirements on the PO or Contract.
- f. Immediately inform Purchasing Office of any Contractor performance issues.

18. Receiving a delivery from Central Receiving (As of April 22, 2013)

The Standard:

- a. Accounting will not pay a supplier invoice unless the product delivery has been properly accepted and received in the system.
- b. Accounting must match the PO, the receiving paperwork and invoice in a 3 way match.

The Procedure:

- a. When the order arrives in the department, carefully inspect the shipment for damage and correctness of the order.
- b. Ensure packing list matches what is on the PO; if any part of the shipment is missing, notify Central Receiving.
- c. Do not sign for anything you did not receive. If you accept delivery without inspection of the shipment, you have waived your right to a claim.
- d. If the value of any piece of equipment in the shipment exceeds \$1,000 ensure the equipment has been properly tagged.
- e. Accounting cannot pay Vendor unless the PO, the packing list and the invoice match.
- f. If the invoice arrives in Dept., submit original itemized invoice to Accounts Payable for payment.

- g. When an item is received in Central Receiving, they will verify order and submit a receiving report.
- h. If you place an order, but you know the department is going to be closed when it arrives, ensure the supplier knows to deliver it to central receiving; let central know, via email, that the shipment is coming (It might make better sense to adjust the delivery date to ensure the package is delivered to the right location).
- i. If any items have not been delivered i.e. backordered or enroute, Central Receiving will submit a partial receiving report to Purchasing; otherwise they will send a final receiving report.

19. Changing or Canceling a Purchase Order (As of March 4, 2014)

The Standard:

- a. There are various reasons a Purchase Order must be Changed or Modified:
 - The Vendor no longer carries a product
 - The Supplier is out of stock
 - The Supplier has a major delay in delivery
 - The Department's requirement have changed
- b. Departments must request all PO changes and cancellations in writing.
- c. **Only Purchasing can change or cancel a Purchase Order. Do not coordinate a change directly with the Vendor unless approved by Purchasing.**

The Procedure:

- a. Requestor must request a change or cancellation using fax, email or hand-deliver correspondence to Purchasing.
- b. The request must include a reason or justification for the change or cancellation.
- c. **Allow Purchasing to negotiate the change or cancellation. (Negotiation is required for an order cancellation).**
- d. Purchasing will process the request for a change by revising the PO and sending a copy of the revision to the Supplier.
- e. For cancellations, Purchasing will complete a Cancellation Form.
- f. **After the Cancellation or change is approved and signed by the Director of Purchasing, a Cancellation/Change Order is sent to the Supplier and a copy is routed to Receiving, Accounting and a copy to the requesting Department.**
- g. The Purchasing Department will attach a copy of the **Cancellation/Change Order** to the original PO and file.

20. Returning Product to the Supplier (As of March 4, 2014)

The Standard:

- a. **Always contact Purchasing if an order has to be returned to vendor.**

- b. Items may be returned due to warranty issues, Vendor error (i.e. wrong item, damaged due to poor packing, etc.), it is the Requestor's responsibility to arrange for the return of product to the Vendor.
- c. If items are returned because a need no longer exists or the Requestor ordered the wrong product, the Vendor may require payment of a restocking fee or shipping charges. A restocking fee can be as much as 25% of the cost of the order.
- d. Supplier deliveries must conform to the specifications on the PO or contract.
- e. Any product failing the acceptance criteria must be returned to supplier for replacement or corrective action.
- f. If corrective action does not take place, Purchasing may cancel the order.

The Procedure:

- a. Contact Purchasing for assistance in returning an item to vendor.
- b. Contact the Vendor for packing and shipping instructions.
- c. Some vendors may require original packing material, others will ship packing material to Requestor.
- d. A vendor may issue a RMA (Return Material Authorization) number. This number helps the vendor determine what to do due with the return when it arrives to the Vendor's receiving dock.
- e. The Vendor will sometimes issue a shipping account number for FEDEX or UPS or may even send a shipping label with the prepaid shipping information.
- f. Keep a copy of all shipping paperwork.
- g. Confirm with the Vendor that they received the return; ask the vendor to send confirmation in writing they received the return.
- h. Be sure to get a Credit Memo from the Vendor to account for the returned product.

21. Filing a claim for lost or damaged goods (As of April 22, 2013)

The Standard:

- a. If the goods are damaged while in transit, the Central Receiving staff is responsible for filing the claims and managing the University's interest.
- b. To provide for the recovery of funds due to freight damages, losses and overcharges to University departments through investigation, documentation and submission of claims against responsible carriers.
- c. Once the goods are received by University, if they are then lost or damaged while in the care, custody, and control of Central Receiving (up to the point they are delivered to the department), then that claim would be filed through the Associate Director of Public Safety, Risk Manager. Phone Number: 337-482-5357; Email Address: Jpon@louisiana.edu.

The Procedure:

- a. Freight Damage

Four types of transportation claims recoverable from a transportation carrier are; visible damage, concealed damage, known loss and concealed loss.

- Receiving files all claims that involve receipt or shipment of material.
 - Departments report shortages or damage of material immediately by calling Receiving at ext. 2-6624.
 - Departments must request pick up of damaged material and complete a Shipping Memo, outlining all pertinent facts.
 - The damaged material and packaging must be retained for inspection by the carrier claim inspector, if required
 - Claims for concealed damage must be filed within 15 days of delivery and claims with damage exceptions must be filed within 90 days. This is why it is important to open all containers and boxes to inspect and count quantities in each shipment.
 - The repair of damaged goods is made at the departments' expense and an invoice of repair is submitted to Receiving for inclusion with the claim.
 - Material received damaged that is covered by University Risk Insurance is reported to the Insurance Risk Office and a claim filed against the delivering carrier. Partial payment by the carrier will result in filing a claim with the University Insurance Program for the remaining balance of the claim. Material Distribution keeps departments informed on the status of claim and maintains record of damage claims.
- b. Loss of Material. Shortages of material from the carrier will be notated on the carrier's freight bill at the time of delivery and certified by the carrier driver and Receiving personnel.
- c. Freight Overcharges. Departments that are overcharged on freight should contact Accounting and Purchasing. Purchasing will coordinate with Receiving in filing a claim against the carrier for recovery of funds.

22. Requesting Reimbursement for a Pre-approved Buy (As of April 22, 2013)

The Standard:

- a. Requests for reimbursement must be approved by a Dean/VP and by the VP, Administration & Finance prior to the buy.
- b. Examples of purchases include: (1) Escorting a candidate for new-hire when the candidate pays for his own travel, meals and hotel; (2) Employee pays for meals for a visiting speaker or similar quest.

The Procedure:

- a. **Prior to the event/buy**, requestor must submit a letter through a Dean/VP, to the VP, Administration & Finance, and requesting reimbursement and state the specific justification.
- b. Complete a Direct Charge Form and submit it to Purchasing with the approved letter and receipt attached.

23. Setting Up and Using a Blanket Purchase Order (As of July 8, 2013)

The Standard:

- a. A Blanket Purchase Order may be used for multiple or routine periodic orders, placed to the same Supplier throughout a one year period.
- b. Examples of purchases include: equipment, services, supplies, etc.

The Procedure:

- a. Submit a PR to request a Blanket Purchase Order for recurring orders
- b. Determine from past history how much volume is being purchased on an annual basis.
- c. Depending on the annual value and type of goods or services, Purchasing will solicit bids and award the Blanket Order.
- d. Orders may then be placed by the Requestor by giving the PO number to the supplier.
- e. Invoices will be processed for payment through the submission of Partial Delivery forms.
- f. When the Blanket PO expires, the Requester will evaluate Supplier's performance.
- g. If the annual requirement still exists, submit a new PR prior to the expiration of the current order for a new and different PO number. (A new purchase order should be done for each fiscal year.)
- h. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.

24. Evaluating a Supplier's Performance (As of April 22, 2013)

The Standard:

- a. All Suppliers delivering multiple shipments of product during the year must submit to a performance evaluation by the requesting department.
- b. Upon the completion of a Blanket PO or contract, the Requester will evaluate Supplier's performance.
- c. Supplier evaluations must be completed on a Supplier Evaluation Form located on the Purchasing website.

The Procedure:

- a. Purchasing will provide departments with a Supplier Evaluation Form. A form is located on the Purchasing web site (under construction).
- b. As product is delivered and received, the Requestor or using department should note the following Supplier performance factors over the duration of the agreement:
 - Customer service on taking orders
 - On-time deliveries
 - Correct part numbers ordered
 - Correct quantities ordered
 - Correctness of invoices
 - Pricing on quotes
 - Time to respond to issues

- Unauthorized substitution of product
 - Quality of other customer services
- c. Note whether the supplies was satisfactory or not and state reasons why. Be prepared to give examples of poor performance.

25. Evaluating a Contractor's Performance (As of April 22, 2013)

The Standard:

- a. All Suppliers delivering multiple shipments of product during the year must submit to a performance evaluation by the requesting department.
- b. Upon the completion of a PO and contract, supplier evaluation must be completed on a Supplier Evaluation Form located on the Purchasing website.

The Procedure:

- a. As product or service is delivered and received, the Requestor or using department should note the following Contract performance factors over the duration of the agreement:
 - Customer service on taking orders
 - On-time deliveries
 - Correct part numbers ordered
 - Correct quantities ordered
 - Correctness of invoices
 - Pricing on quotes
 - Time to respond to issues
 - Quality of other customer services
 - Completion of all tasks on the PO or contract
 - Unauthorized substitution of product
 - Number of change requests
 - Number of unapproved changes
 - Quality of planning and execution skills
 - Offered savings initiatives
- b. Note whether the Contractor's performance was satisfactory or not and state reasons why. Be prepared to give examples of poor performance.
- c. During the course of the contract keep detailed notes of the Contractor's performance.
- d. When incidents occur, keep accurate notes as to the circumstances surrounding the incident; who was involved; what actions were taken and what were the outcomes.

26. Purchasing Computers and Other IT Equipment (As of March 4, 2014)

The Standard:

- a. All purchase of computers, laptops and tablet computers must be approved through the IT department.
- b. Such IT items are not authorized to be purchased on the LaCarte card.

- c. Software is authorized on the LaCarte Card up \$100. IT can authorize higher charges to the LaCarte card prior to purchase.
- d. Check with IT once a software requirement is known, many times, IT already has a license for the campus or has a source to get software at a discounted rate.
- e. Do not sign any supplier software license or maintenance agreements; forward the agreements to Purchasing along with a Purchase Requisition.
- f. Standard PC desktop and laptop computers will be filled through PC Depot.

The Procedure:

- a. Complete a Purchase Requisition (PR) and submit it to IT for approval.
- b. Purchasing will verify IT approval.
- c. Purchasing will ensure the PR has been processed through the Budget office.
- d. When the product arrives to the department, ensure it has been properly received.
- e. If the value of any IT equipment is over \$1000, ensure it has been properly tagged by the Property control office.

Helpful Hint: When ordering software always check with IT for advice on the best solution. They may already have a license for what you are looking for.

27. How to Purchase Industrial Gases (As of April 22, 2013)

The Standard:

- a. The payment of invoices for industrial gases can now be paid with the LaCarte card.
- b. Delivery of industrial gases to locations that require elevator access must follow special safety precautions.

The Procedure:

- a. Departments are permitted up their own accounts with the LaCarte card.
- b. Submit a purchase requisition for large volume purchases to lock-in pricing.
- c. Purchasing shall contact Supplier to ensure proper delivery and proper storage of all bottles whether full or empty.
- d. Read the safety standards for maintaining industrial gases.
- e. Purchasing will request Supplier to set up an account.
- f. The Supplier shall send invoices directly to the user.
- g. The User shall pay the invoice with the LaCarte card
- h. The invoice shall be sent to Purchasing along with the monthly reconciliation of all LaCarte card charges.

28. Purchasing office supplies and furniture (As of July 30, 2013)

The Book Store is able to buy office supplies in bulk, thus pricing is very competitive relative to the open market. Supporting the Bookstore by channeling office supplies requests, the Bookstores will sustain a consistent positive revenue stream.

The Standard:

- a. The preferred source for office supplies is the UL Lafayette Book Store.
- b. The preferred source for office furniture is available via State Contract.
- c. Individuals using personal funds or personal credit cards for the purchase of office supplies will no longer be reimbursed by the University.

The Procedure:

- a. Requestor must determine what requirement is (Purchase a product or Service)
- b. Complete a Purchase Requisition (PR) and submit it to Administrative Services for fund approval. Once approved the requisition will be forwarded to Purchasing.
- c. If the requisition is for a bookstore order purchasing will review and approve the Purchase Requisition and return it to the department.
- d. The department must then take the requisition to the bookstore to have the order filled.
- e. Reimbursement is no longer permitted for purchasing supplies without a PR or LaCarte card. Employees making such purchases will be doing so, at their own expense.

29. Using a State Contract (As of March 4, 2014)

The Standard:

- a. State contracts are contracts set up by state purchasing with numerous vendors for the purchase of various specified items for a given period of time.
- b. The University has the option of purchasing against these state contracts without the necessity of developing specifications or requesting bids, which means purchase orders, may be placed immediately for a faster delivery.
- c. Because of the volume associated with state purchases, the prices are very competitive. State contracts may be viewed at the State Purchasing web site.
- d. Because a procurement requirement can be satisfied with a State Contract, do not simply place the order with the expectation of getting the invoice paid via the Direct Charge form; a Purchase Requisition must be used to initiate the buy.
- e. Some State Contracts require a quote. If the contract is a catalog, the requestor should contact the selected vendor and obtain a quote. (Ask for the person who handles State Contract pricing.)
- f. Many State Contracts do not require mandatory use of them. Sometimes better pricing can be obtained through other sources. Consult with the Purchasing Office for assistance with the buy.
- a. Because an item is on a State contract, **Departments should not place an order without involvement from the Purchasing Office. Always submit a Purchase Requisition prior to all buys unless the LaCarte card is used.**

The Procedure:

- b. Identify a State Contract that provides a source for your procurement requirement. Contact the Purchasing department for assistance in identifying a state contract.
- c. Complete a Purchase Requisition (PR) and state the State Contract number, items to be purchased and contract pricing.
- d. Submit through standard approval process.
- e. Items purchased from a State contract do not have to be competitively bid because that process has already been performed by the State in order to generate the contract.
- f. Just because an item is on a State contract. Departments should not place an order without Purchasing involvement, Always submit a Purchase Requisition prior to all buys unless you are using the LaCarte card.**

30. Purchasing a Vehicle on a State Contract (As of April 22, 2013)

The Standard:

- a. The purchase of vehicles must be procured through the State Purchasing Office.
- b. The State Purchasing Office will establish the types of vehicles authorized to be purchased.

The Procedure:

- a. A UL Lafayette department determines a need for a vehicle writes a justification for the acquisition and attaches it to the Purchase Requisition.
- b. The trade-in vehicle, if applicable, is researched and a "Condition Report" of the trade-in vehicle is attached to requisition.
- c. The requisition is then routed through appropriate channels for approval and funding.
- d. When requisition is received by purchasing, an Alternative Fuel form is generated to LPAA for approval. The Alternative Fuel form advises the Louisiana Property Assistance Agency (LPAA) where the vehicle will be used and stored and what type of vehicle is requested.
- e. When an Alternative Fuel form is returned approved by LPAA, purchasing then compiles a package to be sent to LPAA consisting of:
 - Justification letter (intent of use, annual mileage, number of occupants per trip) condition report of trade-in vehicle
 - Requisition indicating vehicle intended to be purchased, price and funding source
 - Alternative Fuel form
 - Condition Report form for trade-in information.
- f. LPAA approval of purchase is then routed to the Commissioner's office via State Purchasing for further approval.
- g. When approval is granted by Commissioner's office, State Purchasing will issue a purchase order. A copy of the PO will be then sent to Purchasing and to LPAA.

- h. When the vehicle is received by LPAA, a copy of the invoice is sent to UL Lafayette Purchasing. LPAA will then inspect the vehicle for compliance with the purchase order.
- i. Purchasing will submit the Vendor's invoice to Accounts Payable for payment; Accounts Payable will generate a check for payment.
- j. When check is issued, a copy of the check is sent to LPAA when vehicle is picked up by UL Lafayette Motor Pool. When vehicle is received on the University and checked in, the original check will be mailed to the vendor.

Note: This procedure is used only by Purchasing and historically, occurs only 2-3 times a fiscal year.

31. Placing an Emergency Procurement? (As of March 1, 2013)

The standard:

- a. R.S. 39:1598 Allows procurement of supplies, services and/or major repairs due to an emergency situation **that creates an immediate and serious need** where **health, public safety or conservation of public resources is at risk.**
- b. R.S. 38:§2211 (6)(a) "Emergency" means **an unforeseen mischance** bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an **order from any judicial body** to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part. In regard to a municipally owned public utility, an emergency shall be deemed to exist and the public entity may negotiate as provided by R.S. 38:2212(D) for the purchase of fuel for the generation of its electric power where the public entity has first advertised for bids as provided by this Part but has failed to receive more than one bid.
- c. During bona-fide emergencies, Staff and Faculty members are authorized to commit University funds to mitigate a condition describe in R.S. 39:1598.
- d. **Failure to anticipate an operating need is not, of itself, considered a bona fide emergency.** Running out of copier toner is not an emergency situation.
- e. To initiate an emergency purchase, the authorized person in the department, during normal duty hours, may call the Procurement Department for a purchase order number. In the case of a declared emergency, a PO number can be issued without the normal sequence of approvals.
- f. **After the emergency condition has passed, the required approvals must be made and documented, though after the fact.**

- g. Emergency purchases must be reported to the State Procurement Office. Purchasing will submit the report.
- h. Refer to the Facilities Management website for additional information on placing Emergency Orders.

The Procedure:

- a. Requestor must determine if the desired product or service qualifies as an Emergency Procurement. **When in doubt, call Purchasing.**
- b. For most emergency situations, the requestor shall attempt to contact Facilities Management first; they are best equipped and trained to handle emergencies. During non-duty hours call the on-call supervisor from Facilities Management.
- c. Departments must submit to Purchasing, a Purchase Requisition with a completed Emergency Procurement form and along with a vendor quote.
- d. If an emergency buy must be completed without Purchasing or Facilities Management assistance complete the Emergency Procurement form and submit along with a vendor quote on a requisition for approval and processing after the fact. This assures the procurement is properly documented as well assuring the Supplier gets properly paid.
- e. Both the Director of Purchasing and the Director of Facilities Management are approving authorities for emergency procurements during business hours. After business hours, any department head, Director level or higher can declare an emergency and take appropriate action based on the criteria for defining an emergency.
- f. Any public works construction project which is deemed an emergency will need to have an announcement in the paper, within 10 days of the emergency declaration.
- g. All documentation of emergency procurements will be forwarded to and maintained in the Purchasing Department.
- h. Purchasing must report all Emergency Procurements to the State Purchasing office.
- i. **If the situation permits, do not use a personal credit card without Purchasing or VP, Administration and Finance approval. In an extreme emergency, use good judgment and resolve the problem even if using the personal credit card mitigates a health or safety risk or prevent damage to University property.**

32. Advice: How to Avoid a Conflict of Interest in Buying (As of March 20, 2014)

The Standard:

- a. Employees of the University shall exercise the utmost good faith in all transactions touching upon their duties to the University and its property. In their dealings with and on behalf of the University, they shall be held to a strict rule of honest and fair dealings between themselves and the University. They shall not use their positions, or knowledge gained from, in such a way that a conflict of interest might arise between the interest of the University and that of the individual.

- b. Employees shall disclose to their respective budget executive in the college or administrative unit in which, they are employed any potential conflict of interest of which they are aware related to the purchase of equipment, materials, goods and services prior to the execution of the purchase request. Written disclosure must accompany the requisition to the Purchasing Department. Employees may not initiate or have any influence over their college or administrative unit's purchases of goods and services from a business in which the employee, or a member of the employee's immediate family (children, spouses of children, brothers, sisters, spouses of his brothers and sisters, parents, spouse and the parents of his spouse), has an ownership interest of 10% or more in that business.
- c. Except in very unusual circumstances, the University will not purchase equipment, materials, goods and services from an employee, a member of an employee's immediate family, or from a business in which an employee or a member of the employee's immediate family has an ownership interest of 10% or more. If an exception is necessary, the unit must provide a written disclosure of the transaction to its budget executive and the written disclosure must accompany the requisition to the Purchasing Department.
- d. As a business courtesy, a Vendors offer may be a tangible or intangible benefit, including, but not limited to, such items as cash, non-monetary gifts, meals, drinks, entertainment, hospitality, recreation, door prizes, transportation, lodging discounts, tickets, passes, conference fees, loans or use of a donor's time, materials or equipment. As a general rule, employees must act lawfully, reasonably and with moderation in connection with business courtesies. Employees must exercise good judgment and avoid even the appearance of impropriety or illegality.
- e. University personnel, by this policy, must decline personal gifts or gratuities associated with the procurement process. Discretion must be taken when considering accepting an invitation for a meal, for which the vendor is paying for the meal.
- f. No University employee may make or participate in the making of any decision in which the employee has a personal of financial interest.
- g. No University employee may accept a donation from any Vendor who has a contract with the University or is seeking a contract with the University. That Vendor must be referred to either the University Foundation or the Athletic Foundation.
- h. The University may not enter into any contract or transaction with any organization in which a current or emeritus member of the University Board of Trustees (or any member's spouse or minor child) holds a beneficial ownership (10% or greater) unless the contract has been awarded through an open and public bidding process, in accordance with University purchasing policy, or has been fully disclosed to the Board of Trustees and approved by the affirmative votes of a majority of the disinterested members of the Board of Trustees before the Purchase Order is initiated. ("Fully disclosed" shall mean disclosure of the material facts as to the relationship or interest of the member or members of the Board of Trustees, or spouse or minor child of such member or members, and disclosure of the material facts as to the contract or transaction, including a Sole Source Justification.)

The Procedure:

- a. Requestor must determine what requirement is (Purchase a product or Service)
- b. Complete a Purchase Requisition (PR)

- c. When looking for sources and prices, do not make deals with suppliers; only Purchasing can make the commitment to a Supplier when processing a requisition.
- d. Do not show favoritism to a particular Supplier; the State encourages competitive bidding and giving Supplier an equal opportunity.
- e. Don't accept money or gifts for doing business with a Supplier.
- f. Accepting food and beverages are permitted as long as the food and beverages are consumed by employees while in the presence of the Supplier. The Supplier may not drop off food and beverage item nor leave any leftover unconsumed items.
- g. Report any Supplier action or employee action that appears to be unethical with regard to the procurement process. Report them to Supervisors or to the Purchasing department.

33. Applying for and Using the LA Carte P-Card (Read the LaCarte User Manual) (As of March 14, 2014)

The Standard:

- a. Before you authorized work to be performed, ensure the contractor or service provider does in fact, accept a credit card or Purchase Order. If the contractor accepts neither, then find another supplier or ask Purchasing for assistance.
- b. The LaCarte card is a Corporate Liability credit card; users will not be responsible for card payment, when used within the guidelines of University Procurement procedures.
- c. LaCarte Card log.
 - Users will only be responsible for reconciling the end of month statement; unauthorized charges are the responsibility of the card user (When in doubt, call Purchasing...prior to the buy).
 - LaCarte Card users must submit a reconciliation log by the 20th of the month following the billing cycle.
- d. Use the P-Card for purchases/services that are under the single transaction limit of the individual card holder, including shipping & handling (excluding tax).
- e. The University is tax exempt and therefore sales tax shall not be allowed to be charged to the LaCarte Card; let the supplier know that before work is started.
- f. If the P-Card user discovers charges for tax, it is the card holder's responsibility to get the supplier to remove the charges or else the cardholder is personally liable for the charges for tax.
- g. P-Card purchase does not require competitive bidding but it is advised to shop for the best value.
- h. If after asking and receiving a quote from the Supplier, the purchase exceeds the cardholder's approved credit limit, immediately notify Purchasing of the situation.
- i. In some cases, depending on the urgency, Purchasing can increase the credit limit on the card for a one time buy; otherwise a Purchase requisition must be submitted.
- j. Do not artificially divide the requirement to meeting the daily threshold or daily charge limit.

- k. If the quote or estimated charge is above the daily charge limit, ask the Vendor to send an invoice upon completion of the work. Attach the quote to the Requisition and immediately send it to the Purchasing Office.
- l. When ordering product with the LaCarte card, ensure the vendor delivers directly to the department; Central Receiving will not have enough information on the shipping package to deliver the product to the requester.
- m. If the item must be delivered to Central Receiving, the cardholder shall notify Central Receiving at the time of the buy to ensure proper documentation is on file for delivery.
- n. Do not purchase IT related products such as desktop computers, computer tablets, smart phones and laptops.
- o. Computer software and supplies may be purchased with the LaCarte card if the buy is less than \$100. Otherwise approval made be made by IT; contact Purchasing for assistance.
- p. Do not use the card for travel expenses such as car rental, hotel and airfare.
- q. Do not use the card for food, gifts or medicine unless prior approval is obtained.
- r. Do not use the LaCarte to purchase any type of clothing or attire to include hats, belts, ties, gloves, shoes, etc.
- s. Do not use the card for promotional items intended to be given away to students or staff. Promotional items may be purchased through submission of a Purchase Requisition.
- t. The purchase of awards and trophies are permitted on the card, only if the awardee's name is engraved on the award.
- u. Special approval may be (*rarely*) granted to purchase promotional items with the LaCarte card.
- v. Do not use the card to purchase uniforms or attire. Uniforms and attire may only be purchased through submission of a Purchase Requisition.
- w. Do not use the card for any purchase when Foundation funds are expected to be used.
- x. Lunch Club tickets cannot be purchased with the LaCarte Card.
- y. Confirmation of University employment is required before a LaCarte Card can be issued; students cannot be issued a LaCarte nor can they use an employee's card.
- z. Consider the Bookstore first for the purchase of office supplies.
- aa. Use the La Carte Card for monthly services such as Gas Cylinder rental and FedEx.
- bb. Any purchase not allowed on the LaCarte card shall be submitted on a Purchase Requisition.
- cc. Equipment ordered online must be reported to Property Control on the date it arrives, regardless if the invoice has been paid or not.
- dd. The equipment must be tagged and reported to Accounting within 90 days of arrival to the University.

Note: Purchases made via departmental LaCarte cards will only be allowed to your Operating Fund departments (including the Deans' Enhancement departments) through April 30, 2014. Purchasing cards will not be turned off however any charges after April 30th must have a source of funding other than the Operating Fund.

The Procedure:

- a. To apply for a LaCarte Credit Card:
 - 1) Potential cardholder will complete a credit card application.

- 2) Application needs to be signed by Department Head or VP/Dean.
 - 3) Once approved, application is sent to the Purchasing Department
 - 4) Purchasing Department will apply for card.
 - 5) New card will be sent to the Purchasing Department (as well as renewal cards when the current card expires) – new cards take approximately 1 week to arrive.
 - 6) Once card is received, the Purchasing Department will contact new cardholder to make arrangements for card orientation
- b. Maintaining the card:
- 1) Sign the card immediately upon receipt;
 - 2) Keep the LaCarte card in an accessible but secure location;
 - 3) Guard the card number carefully and do not post it at a desk or write it any other place that is accessible to others;
 - 4) Do not allow a credit card merchant to keep the card number on file;
 - 5) Never e-mail the full account number or send a copy of the credit card under any circumstances. If designation of an account is necessary, only use the last four digits of the account.
- c. Cardholder change in employment status:
- 1) If a cardholder changes departments within the University, cardholder shall notify the Purchasing Department.
 - 2) Once the cardholder's new Department Head approves retention of the card, the Purchasing staff will update the cardholder's profile (department code, transaction limit, address and phone number) with the Bank of America.
 - 3) If a cardholder terminates employment with the University, cardholder will receive a "Separation and Clearance Form" from the Human Resource Department as part of their termination paperwork.
 - 4) The form will be taken to the Purchasing Department, along with their LaCarte Card. Once the card is returned to the Purchasing Department, the Purchasing staff will sign the Separation and Clearance Form, inactivate the card with the Bank of America and shred the card.
- d. To request Special approval to purchase promotional items with the LaCarte card.
- 1) Requestor must submit a letter to Purchasing, through their Dean or Vice President, addressed to the VP Administration and Finance, to request approval to use the LaCarte card to purchase promotional items.
 - 2) The letter should explain why a Purchase Requisition cannot be used and what items will be purchased.
 - 3) Attach the letter and itemized list to a purchase requisition and submit it to Purchasing.
 - 4) Once the requisition is approved by Finance, you will be notified to go ahead and use the LaCarte card.
 - 5) Prior approval is required before the purchase of promotion items, regardless of the funding source.
 - 6) Attach all approval documents to the LaCarte Card log.

Note: Purchases made via departmental LaCarte cards will only be allowed to your Operating Fund departments (including the Deans' Enhancement departments) through April 30, 2014. Purchasing cards will not be turned off however any charges after April 30th must have a source of funding other than the Operating Fund.

34. Requesting a Sole Source, Brand Source or Directed Source Buy (As of July 8, 2013)

The Standard:

- a. R.S. 39:1597 Provides that a contract or purchase order may be awarded for a required supply, service or major repair without competition when, under regulations, it is determined in writing by the vendor and the requesting department that there is only one source for the required service, supply or repair. This is known as a "sole source" procurement; only one supplier exists that is capable of providing a particular product or service. Apply the following guidelines:
 - 1) The actual product or service needed is the only one that will meet the department's need/requirement and it can only be purchased from one source (manufacturer or distributor).
 - 2) The product or service must match or be compatible with current equipment or services.
 - 3) The product needed is specifically required for use in conjunction with a grant or contract.
 - 4) The service required is mandated by the local utility or the State.
 - 5) Professional or artistic (Personal) services.
- b. Sole source purchases are an exception to the UL Lafayette Competitive Bidding Policy, and must always be requested in writing. The Purchasing Department will approve such procurements on a case-by-case basis and with significant justification by the requestor.
- c. For directed and sole source purchases, University departments are responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider when alternative sources are available. University departments also are responsible for verifying that prices paid for directed and sole source purchases are fair and reasonable.
- d. A "Directed Source" or "Single Source" is when a request or requires the buy be made from a specific supplier although other suppliers exist in that industry. The following are examples of acceptable justification for directed source purchases:
 - 1) The requested product is an integral part or accessory to existing equipment.
 - 2) The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
 - 3) The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.

- 4) The requested product or service is essential in maintaining research continuity.
 - 5) The requested service or system requires a supplier with unique skills or experience.
 - 6) An unusual or compelling urgency exists.
- e. When “Brand Source” procurements are competitively bid, the requestor specifies that only a certain brand name will satisfy the requirement. For an example, a request or desires to purchase computers for a particular research lab. The requisition specifies only “IBM models will be considered – No substitutions”. The rationale may be that the IBM model is the only model that has connectivity with existing equipment. Another reason could be that the requester wants the new equipment to match existing computer so classes could be taught consistently as a whole.
- f. Other conditions for sole source are where compatibility is the paramount consideration, where a sole supplier’s item is needed for trial use or testing, procurement of public utility services, registered breeding stock on a selective basis and other livestock on a selective basis with special approvals.
- g. Under no circumstances shall a supplier be advised that a contract will be awarded on a directed or sole source basis before the Purchasing Department approves the transaction in writing.

The Procedure:

- b. Requestor must determine whether the prospective purchase qualifies for a sole source or directed source procurement. (Contact Purchasing if there is any doubt).
- c. Complete a Purchase Requisition (PR)
- d. Obtain a letterhead statement from sole source vendor (corporate marketing – not a sales representative) declaring that product is sold only by his company and is not sold through a distributor network.
- e. The vendor must also provide a price quote, or a notarized or published price list.
- f. The Director of Purchasing will make the determination whether the buy qualifies for a Sole Source or Directed Source buy.
- g. Allow at a minimum three (3) weeks lead time to complete the contract generation process. Do not wait until the last minute to submit a requisition to Purchasing.

35. Receiving Equipment valued in excess of \$1,000. (As of April 11, 2014)

The Standard:

- a. All equipment which is acquired, whether through purchase, donation or transfer, by the University shall become the property of the University (and of the State).
- b. If such equipment has a value of \$1000 or more, it will be tagged with a State Property Control Tag and all pertinent information about the item, including its description, location, acquisition date and cost, serial number and other useful information will be recorded for inventory purposes.
- c. The record will become a permanent part of the University's inventory file of equipment until it is disposed at end of life or end of usefulness to the University.

- d. Equipment ordered online must be reported to Property Control on the date it arrives, regardless if the invoice has been paid or not.
- e. The equipment must be tagged and reported to Accounting within 90 days of arrival to the University.

The Procedure:

- a. The Requestor's shipment is delivered and received at the Central Receiving dock.
- b. The Property Control Office (PCO) ensures all equipment received valued at \$1,000 or above is properly tagged; they record the make, model and serial # of each piece of equipment.
- c. For equipment delivered directly to a department, the PCO will contact the department to make arrangements to get the equipment tagged.
- d. A property control tag is then placed on the equipment.
- e. PCO will enter the tag information into the ISIS and Protégé databases.

36. Wireless Telephone Service Requests (As of April 22, 2013)

The Standard:

- a. Wireless telephone service is available for state use under certain circumstances. It is important to understand the subscriber's requirements and know that monthly air service plans and coverage areas differ among wireless vendors.
- b. There are criteria for user eligibility and an established approval process that MUST be followed before wireless telephone services are purchased or rented. The University is responsible for assuring that eligibility, approvals, usage, and billing are appropriate and correct.
- c. University-provided wireless telephone service is not intended for personal use. It is for official state business and is to be acquired and used only after receiving specific, written approval from the University's delegated Cellular Authority. Guidelines have been established which help determine if a request for wireless telephone service will be approved. Favorable consideration will be given to a request for wireless telephone service when the use of the service relates to life or death situations, personal safety, or when a bona fide business case can be made which requires wireless telephone service. The request for wireless telephone service MUST indicate that the use of alternative means of communicating have been considered and are less economical, impractical, or unavailable.
- d. There are multiple state contracts in place with a number of wireless vendors for wireless telephone service. A determination of needs is made to select appropriate equipment and service.
- e. Wireless telephone service is not all the same. The quality of service may vary. Coverage areas (where a subscriber can make and receive cellular calls) will vary from vendor to vendor. The availability of features and options and how they work will differ with various vendor offerings.
- f. The cost of wireless telephone service is based on a monthly subscription charge, minutes of usage, and charges for other features and services. There may also be additional charges for using the service when traveling outside of a "home area" (daily roaming and per minute charges), for making long distance calls, and for being provided a monthly call detail report which lists information about each individual call made and received. Charges are rolled into

- a single monthly charge and may include some number of minutes, roaming, long distance calling, caller ID, voice mail, and other features.
- g. Different air time packages are available at different prices depending on quantities of minutes desired and features included. Vendors may have pooled-minutes service plans whereby multiple subscribers at a single billing address and account number can share minutes per month. Wireless handsets may be purchased and, along with other accessories, may be priced separately or be included in an initial package plan.
 - h. When selecting a vendor and the particular wireless service required, careful consideration should be given to a number of factors. It will be important to know the geographic area normally traveled by the subscriber and any particular feature requirements that the subscriber may need. (Note: Some vendor service area coverage maps may not accurately reflect service conditions in particular areas. And, coverage areas may change as vendors expand or realign service. Actual usage experience in required subscriber travel areas is the best way to confirm coverage.) With this information in hand, comparisons can be made for each vendor for service coverage area, the availability of service when traveling out of the vendor's service area, the availability of features and services, and the availability and cost of equipment. The overall cost of service can then be calculated and evaluated. Finally, the University's delegated Cellular Authority may select the vendor and service which best meets the subscriber's particular needs.
 - i. The University must determine wireless telephone usage requirements for any approved subscriber. This includes the approximate number of minutes to be used each month, the area of travel where service will be required, and the features and functionality of the service to be acquired.
 - j. The University will be billed directly by the vendor.

The Procedure:

- a. Requests can be initiated by calling 337-482-CELL [22355] OR by completing the on-line request form.
- b. All requests must include full justification and appropriate department approval is required before the request is processed for consideration.
- c. The request for wireless telephone service MUST indicate that the use of alternative means of communicating have been considered and are less economical, impractical, or unavailable.
- d. All requests must be approved in writing by the University's delegated Cellular Authority (TBA).
- e. The Cellular Authority will inform the Requestor on the status of the approval process.
- f. At the time of order, it will be necessary to provide the vendor and Comptroller's Office with a copy of the approval authority's documentation in order to acquire cellular service or equipment.
- g. The University's Cellular Authority's written approval documentation must be provided to the vendor prior to acquisition.
- h. Vendors are not able to provide equipment or service without written, authorized approval. OTM furnishes the vendors with the identity of authorized approval authorities and updates the approved list as changes occur.
- i. When state contracts terminate, it will be necessary to select a replacement cellular provider and issue a new purchase or release order

- j. All approvals shall be based upon the following screening criteria concerning the protection of life and property or a demonstrated requirement to improve efficiency and effectiveness, and a lack of a suitable communications alternative.

37. The Procurement of Hazardous Materials (HazMat) (As of September 10, 2013)

The Standard:

- a. The purchase of certain products and substances in general is expressly prohibited by the university. Authority to purchase certain other items is restricted to designated offices and/or individuals.
- b. The Procurement Office periodically distributes lists of these items and issues notices of other items being added to the list or (occasionally) items being removed from the list.
- c. Some of these items that are prohibited or restricted include, but are not limited to, radioactive materials, hazardous substances such as solvents, toxic materials, and chemicals, ethyl alcohol, narcotics and dangerous drugs.
- d. Materials listed by the United States Drug Enforcement Administration (DEA) as Controlled Substances (21CFR1308.11-1308.15) can only be purchased by individuals licensed by the DEA.
- e. Radioactive materials regulated by the Nuclear Regulatory Commission (10CFR20) may only be purchased by individuals approved by the University Radiological Safety Officer (RSO). The purchase of Biological Agents may require prior approval from the University's Institutional Biosafety Committee (IBC). Refer to the IBC Policy document at <http://vpresearch.louisiana.edu/topics/ppform/procedure>
- f. The purchase of materials identified by the Centers for Disease Control (CDC) as Select Agents requires prior approval from the IBC and the CDC. Refer to the IBC Policy document at <http://vpresearch.louisiana.edu/topics/ppform/procedureeapartment>.
- g. Department Heads and Directors are responsible for overseeing control of the procurement of the items listed in this paragraph.

The Procedure:

- a. Requestor must ensure authorization to purchase HazMat from his/her respective Department Head or Director.
- b. Prior to authorizing the purchase of a hazardous material, the Department Head or Director must ensure that department is adequately prepared to manage the hazardous material. A Risk Assessment for this purchase should be conducted. This includes but is not limited to:
 - 1) Employees are trained in Hazardous Material Communication (HAZCOM). To obtain this training, visit the Environmental Health and Safety website at: safety.louisiana.edu
 - 2) The material will be listed on the University's annual inventory of hazardous materials
 - 3) Proper containment exist for the hazardous material while it is in the care, custody, and control of the department

- 4) Care is taken to ensure caution for hazardous materials that are reactive or otherwise unsuitable to be stored, contained, or used together.
 - 5) Measures will be taken to ensure the security of the material when it is unattended.
 - 6) Equipment associated with the safe use of the hazardous material (personal protective equipment, fume hoods, etc.) is available and fit for duty.
- c. The Louisiana State Police publishes a list of "Extremely Hazardous Materials", which if purchased in sufficient quantities, must be pre-approved by the University's Environmental Health and Safety Director. These materials and their threshold quantities can be found at safety.louisiana.edu (click on "Resource Center", then "Forms")."
 - d. Purchasers should determine the proper quantity of the hazardous material is needed to fulfill their needs. Consideration must be given to expending and using the hazardous material before its useful shelf life expires. The cost of disposal for hazardous material, in most cases, is three times as much as the initial purchase.
 - e. Additional information pertaining to handling and storage of Hazardous Materials can be reviewed at <http://safety.louisiana.edu> (click on "Resource Center", then "Policies", then section 11)".

38. Purchasing Gift Cards (As of September 9, 2013)

The Standard:

- a. Gift cards are regarded as money and strict guidelines must be applied to purchase of gift cards through the use of public funds; all funds passing through the Purchasing Office are regarded as Public funds.
- b. The purchase of all gift cards must be approved by the VP, Administration & Finance prior to the purchase.
- c. Once approval is secured, Gift cards may be purchased for promotional activities such as an incentive for students to encourage them to complete course surveys or similar activities.
- d. Gift cards shall not be purchased for staff or faculty for any reason without written authorization from the VP, Administration & Finance.
- e. Gift cards shall not be purchased on the LaCarte card.

The Procedure:

- a. Requestor must submit a letter to the VP, Administration & Finance, to request approval to purchase gift cards.
- b. The letter must be endorsed by the requestor's Department Head, Dean or Vice President.
- c. The request should show the reason and the benefit to the University for the purchase.
- d. When in doubt contact Purchasing...phone: 2-5396.

39. Purchasing Printing Jobs (As of October 12, 2013)

The Standard:

- a. Departments should first attempt to do business with UL Printing Services if their capability meets Department needs.

- b. All other printing jobs must be purchased through an approved Purchase requisition or LaCarte card charge. Print jobs includes banners, posters, signs, paper printing, decals, car wraps, etc.
- c. To ensure proper use of the University logos and registered trademarks, all printing suppliers must be certified through the University Marketing and Communications department prior to starting work. The licensing policy can be reviewed at:
<http://communicationsandmarketing.louisiana.edu/branding-licensing/licensed-manufacturers>.
- d. Suppliers authorized to provide service to University can be reviewed at:
http://communicationsandmarketing.louisiana.edu/sites/communicationsandmarketing/files/Local%20licensees_0.pdf

The Procedure:

- a. Attach a Supplier's quote to a Purchase Requisition and submit it to Purchasing when the LaCarte card is used for the printing job.
- b. When using the LaCarte card for the printing job, requestor is responsible for verifying that the vendor is properly licensed.
- c. Purchasing will generate a Purchase Order.
- d. Requestor is then permitted to work with the Printer to ensure the specifications are clearly conveyed to the Supplier.
- e. The Requestor must review and approve the proofs or print layout of the work.
- f. After the final deliverable has been received, the Department receiving the product or service will submit a receiving report to Purchasing. This will alert Accounting to pay the invoice from the Printer.
- g. When in doubt contact Purchasing...phone: 2-5396.

40. **Hiring Temporary Personnel** (As of January 1, 2013)

The Standard:

- a. All temporary hirers will fall under the following categories:
 - 1. **Professional Services** such as engineers, architects, lawyers, doctors, consultants, musicians, artists, writers, dancers, etc.
 - 2. **Casual labor** or temporary employees such as secretaries, part-time nurses, clerks, laborers, painters, security guards, musicians, etc.
 - 3. **Student labor** which University students filling a part-time staff augmentation role such as clerks, assistants, general laborers, etc.
- b. Casual labor hirers must complete a hiring packet provided by Human Resources. Casual labor hirers become members of the University's labor pool. They become official temporary employees of the University but without benefits.
- c. Casual labor employees are paid through Human Resources via employee payment vouchers. Please contact Human Resources for additional information on the steps to hire pool employees.

- d. Individuals hired under Professional Services contracts are in no way employees of the University but independent contractors.
- e. Human Resources must report all retired University employees to TRSL, even if they are paid as independent contractors. If they are paid by the University and have not previously returned to work by the specified date, they must relinquish a portion of their retirement benefit.

The Procedure:

- 1. Refer to section #11 when Contracting Professional Services
- 2. Refer to Human Resources when hiring temporary personnel or casual labor and students.
- 3. When in doubt contact Purchasing...phone: 2-5396.

41. Purchasing Uniforms (As of December 1, 2013)

There are departments that require their employees be identifiable and visible to the campus community. To help make the employees identifiable and visible standard uniform dress is required. This procedure provides procedures for purchasing attire to include uniforms.

The Standard:

- a. "Attire" is defined as outer wear such as hats, shirts, jackets, coats, pants, ties, belts, etc.
- b. "Promotional Items" is defined as items purchased with the intent to be used as awards, prizes, giveaways, or anything that becomes the personal property of the person receiving the benefit.
- a. A "Uniform" is defined as mandatory attire required as a condition for employment such as cleaning staff, maintenance or ground crews, police, parking attendants, lab personnel, housing staff, etc.
- b. It is not enough that employees wear distinctive clothing as uniforms. The clothing must be specifically required by the employer. Nor is it enough that employees do not, in fact, wear work clothes away from work. The clothing must not be suitable for taking the place of regular clothing. Refer to IRS Publication 529.
- c. For this reason, the purchase of uniforms and promotional items to include attire, are not authorized to be purchased on the LaCarte card. Such purchases can be purchases only by submitting a Purchase Requisition.
- d. Only departments, approved to wear uniforms, are authorized to purchase uniforms by submitting purchase requisitions. The Vice President of Administration and Finance is the approving authority.
- e. The design of the department's uniform must be approved by the department's Dean or Vice President, however, all uniforms must have at a minimum, the employee's first and last name and position embroidered over the left or right pocket area of the shirt.
- f. Department uniform designs should also include the University name or logo, department name, activity name or some design that associates the attire to UL Lafayette.
- g. Uniforms required as a function of employment, will be provided for daily wear while on the job and traveling to and from work at no cost to the employee.

- h. Supervisors will ensure employees are properly dressed while on the job. Corrective disciplinary action will be taken when employees report to work out of uniform or are in violation of these procedures.
- i. Uniforms must not be worn on or off campus during non-working hours, with the exception of the commute time when reporting to and from work.
- j. Uniforms are provided, inventoried and remain the property of the University and must be returned to the Property Control Office appointed for that unit upon separation from the University.
- k. Uniforms will be replaced when they are worn out or if destroyed while on the job. Worn uniforms must be returned to the uniform coordinator for the unit at the time new uniforms are received by the employee.
- l. Uniforms must be maintained in a neat and orderly appearance and should not be restrictive or excessively loose. Replacement of carelessly soiled uniforms is the responsibility of the employee.
- m. Laundering and repair of uniforms is the responsibility of the employee.
- n. Uniforms must not be worn during non-working hours unless traveling to and from work.
- o. The purchases of uniforms are nontaxable and must be accounted for in Financial Services due to State reporting requirements. For this reason, uniforms are not authorized to be purchased on the LaCarte Card.
- p. For the purpose of these procedures, “Dressed-alike” attire is defined as outer wear designed to distinguish staff and faculty from students and non-university personnel during a University sponsored activity. This is non-uniform attire of which must contain a department of Communications & Marketing approved UL Lafayette associated logo.
- q. Employees, who receive attire purchased with public funds, are receiving a taxable benefit. That benefit must be reflected on the employee’s W2.
- r. For this reason, all attire must be purchased by submitting a Purchase Requisition to the Purchasing Office.
- s. The requisition must include the names of employees will receive attire purchased with public funds.
- t. Nothing in this procedure applies to purchases made with Foundation funds.

The Procedure:

- a. If a department is not approved to wear or purchase uniforms and there is a need to purchase uniforms, submit a letter to the Vice President, Administration and Finance to request approval.
- b. The letter request must contain a reason or justification for employees to wear a uniform, a department policy for the wear and care of the uniform, and the design of the uniform.
- c. Once approved to purchase uniforms, submit a Purchase Requisition to the Purchasing Office. The requisition must state that the purchased of uniforms has been authorized.
- d. For all purchases of non-uniform attire for employees, a list of employee names who will receive the attire must be attached to the purchase requisition so that W2 tax documents will accurately reflect the receipt of the benefit. The requisition must state the reason for the purchase. The Finance department will approve or disapprove the requisition on a case by case basis. Additionally, the Finance department will provide the requesting department an explanation for the disapproval.

- e. For the purchase of attire for students, the requisition should state the reason for the purchase.
- f. For the purchase of promotional items, submit a Purchase Requisition to the Purchasing Office. The requisition must state the reason for the purchase of promotion items. On a case by case basis, the Finance department will approve the process of promotional item.

42. Purchasing Stamps (As of December 1, 2013)

The Standard:

- a. US Postal Stamps are considered currency, thus cannot be purchased using a credit card.
- b. The Purchase Requisitions are not authorized to use to purchase stamps.

The Procedure:

- a. Take mail and/or boxes to be mailed to the campus post office located in Bittle Hall next to the Police Station.
- b. Post office personnel will require you to fill out a form to process the mailing request
- c. Once the request has been processed and mail-out completed, your department will be charged for the mail-out through the interoffice charge process.
- d. For mass mailing please plan well in advance; contact the post office ahead of time to coordinate.

43. Ordering Equipment Repair (As of March 1, 2013)

The Standard:

- a. Use a Contractor who has a proven track record with the University; contact Purchasing for assistance in locating a vendor/supplier.
- b. Do not authorize work to commence prior to submitting a Purchase Requisition.

The Procedure:

- a. Get an estimate prior to commencement of the work
- b. Be sure to ask about any warranty on workmanship. Most likely on a repair it will be for 30 days but sometimes for six months or even a year.
- c. If the Contractor says he cannot quote until he starts work, estimate on the high end what the cost may be.
- d. Prior to the work, ask the Contractor if he accepts a credit card.
- e. If the Service Provider does not accept a credit card, Purchasing can immediately process a Purchase Order to accommodate the urgency of the requirement.
- f. Submit a quote or an estimate with a purchase requisition to the Purchasing Office.
- g. Carefully inspect the finished work prior to acceptance.
- h. Submit a receiving report to Purchasing Office upon acceptance of the work.
- i. If you have any problem with the contractor, report the incident in writing to the Purchasing Office.

44. **Requesting Payment of an Honorarium** (As of March 1, 2014)

The Standard:

- a. All guest speaker events and musician events whereas, the speaker or musician is expecting compensation, must be approved prior to the date of the event.

The Procedure:

- a. Decide on an appropriate fee to pay for services rendered.
- b. Submit a letter through your Department Head, Dean or Vice President to request approval to pay via Direct Charge.
- c. Purchasing can approve up to \$500; all other requests shall be considered for approval by the Vice President, Administration & Finance.
- d. Submit for payment with all approval documentation on a Direct Charge.

45. **Requesting use of the Cajundome & Cajundome Convention Center** (As of March 11, 2014)

The Standard:

- a. Departments are not permitted to contract with the Cajundome directly.
- b. Planning for Cajundome use should begin not less than 6 months prior to the scheduled event.

The Procedure:

- a. Contact the Cajundome to confirm date availability and to obtain price quote. The Cajundome will provide required paperwork to book the reservation, to include a contractual agreement.
- b. Complete a purchase requisition to request the use of the Cajundome or Cajundome Convention Center.
- c. Provide a brief description and purpose of the event in the "Description and Specifications" portion of the requisition.
- d. Attach Cajundome agreement to the requisition. (A letter to the University President is no longer required to request use of a Cajundome University Event Day.)
- e. Forward the completed purchase requisition and Cajundome agreement through your departmental approval process and submit it to Purchasing.
- f. Purchasing will review the paperwork and submit the requisition and agreement to the President's Office for final approval.
- g. Once approved by the University President, the signed purchase requisition and Cajundome agreement will be forwarded to Administration & Finance (Purchasing Office).
- h. The Purchasing Office will issue a Purchase Order and will send the P.O. and copy of the signed agreement to the Cajundome.
- i. Purchasing will enter the Agreement into the CMS and forward a copy to the requesting department.
- j. If for some reason, your request has been denied, the President's Office will provide an explanation for the denial.
- k. **When in doubt, call Purchasing.**

46. Planning a Vendor Sponsored Event (Under Construction – Provide Feedback to Purchasing Office)

The Standard:

- a. The University may **contract** with a Vendor who desires to become a University Sponsor.
- b. It is important that a contractual relationship be established to protect the University and its staff from issues involving liability, quality of performance, use of University brand and financial issues.
- c. The University reserves the right to deny sponsorship of any Vendor as long as it is not based on race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. The approving authority is the University President.
- d. Departments must obtain permission to organize activities for which Vendors are permitted to register and pay for sponsorships to support the event. The Vice President, Administration & Finance is the approving authority.
- e. The Purchasing Department is the custodian of all Contracts and business relationships between the University and Vendors.
- f. Departments shall only engage in a business relationship with a Vendor whereas a contract defining the relationship has been agreed upon by both parties.

The Procedure:

- a. Event planner should send a letter to the Purchasing Office, through their Dean or Vice President requesting approval to conduct an activity for which Vendor will be permitting to register for Sponsorship contracts with the University to support the event.
- b. The Purchasing will send the request to the appropriate level of Authority for approval.
- c. Upon approval, the Purchasing Department shall assist the requesting department in drafting the sponsorship contract which shall be tailored to fit the event and the expected business relationship with the Vendor.

If you see an opportunity for improvement in these procedures, please contact the Purchasing Office as soon as possible. This is a continuous process improvement initiative. We value your participation to make the procurement process work efficiently in meeting the operational needs of the University.

If there is ever a need for an exception to any process, write a letter to the Vice President, Administration and Finance, through your Dean or Vice President and explain in detail:

- d. What the requirement consists of;***
- e. How the requirement will be fulfilled;***
- f. How the requirement cannot be filled through existing procedures;***
- g. What is the benefit to the University, if the procedure would be changed?***

All questions and concerns pertaining to this document or the UL Lafayette procurement process should be directed to the Purchasing office.

University of Louisiana at Lafayette

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Got questions...get answers....pick up the phone...call Purchasing