

University of Louisiana at Lafayette - Purchasing at a Glance

"It's in your hands."

Purchasing Method	Dollar Amount	Purchasing Requirements
LaCarte Card	Up to the cardholders' single transaction limit (STL), <u>excluding</u> inventory items, items on contract, and PPCS contracts. (See Professional Services Contract section below.) Prohibited LaCarte card purchases list available https://purchasing.louisiana.edu/department-information/lacarte/prohibited-items .	Cardholder must submit an expense report in Chrome River by the 15 th of the month in which the charge shows on the bank statement. Consider submitting a requisition for a standing order when repetitive purchases exceed \$30,000 annually with one supplier/vendor.

"We're in it together!"

Purchasing Method	Dollar Amount	Purchasing Requirements
Less than \$5,000	Single transactions totaling \$5,000 or less require a Purchase Requisition/PO if one or more applies: (1) the goods/services are approved for purchase but cannot be purchased with the LaCarte card; (2) vendor does not accept the LaCarte card; (3) transaction is categorized as PPCS; (4) the transaction requires a signed agreement; or (5) other special circumstances	Department must enter a requisition in Banner and submit with the written quote from the vendor.
Jumpstart: Request for Quotation (RFQ) by Department	Between \$5,001 and \$30,000	Department must enter a requisition in Banner attaching written quotes from at least three (3) vendors*. Purchasing recommends use of Request for Quotation Form (PUR-RFQ) for this process.
Informal Bid: Request for Quotation (RFQ) by Purchasing	Between \$30,001 and \$60,000	Department must enter a requisition in Banner. Purchasing will conduct an informal bid (RFQ) obtaining written quotes from at least five (5) vendors. (See above.) Please review "Exceptions to Competition" list to confirm the need for this process.
Formal Bid: Invitation to Bid or Request for Proposal (RFP) by Purchasing	Exceeding \$60,000	Department must enter a purchase requisition in Banner. Do not select a vendor in Banner. Purchasing will conduct formal bid. Advertised Invitation to Bid (approximately 4-6 weeks) RFP (approximately 3 months). If a transaction at this spending threshold is on the Exceptions to Competition (below), in most cases a completed justification form must be attached to the requisition for Purchasing to review/approve.
Professional Services Contracts	Any Dollar Amount See more detailed information on PPCS competitive limits: https://purchasing.louisiana.edu/departments/professional-service-contracts-ppcs/ppcs-required-documents .	Department must enter a purchase requisition in Banner with required documents attached. Purchasing will create a P.O. and/or PPCS Contract.

Exceptions to Competition – Goods/services that do not require competitive quotes or bids. This list is not exhaustive. Subject to change.

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| 1. Software Purchases | 7. Professional Services Contracts (PPCS) – See purchasing.louisiana.edu for more detailed information on PPCS competitive limits. |
| 2. Sole/Single Source Purchases | 8. Emergency Purchases |
| 3. Used Equipment | 9. Intergovernmental Agency Purchases |
| 4. Repairs or repair parts by authorized dealer | 10. Items currently on a PO associated with bid award |
| 5. Subscription Purchases | 11. State Contract Purchases – RFR required for LAPS contracts if >\$60K |
| 6. Public Works/Construction – up to \$100,000 managed solely by Facility Management | 12. Scientific/Laboratory Research Supplies and Equipment up to \$30K |

Questions? Email purchasing@louisiana.edu or ask the Assistant Directors:

LaCarte – Josie Mariano ext. 26243 | PPCS Services – Celena D. Tilbury ext. 26239 | Operating Services Purchasing – Roxanne Formeller ext. 22955

New vendors: If vendor is not already in Banner, Department must submit a completed Vendor Information form (PUR-112) and email to purchasing@louisiana.edu. Department may enter a purchase requisition in Banner once the ULID is assigned.

Vendor contracts: If a vendor contract is included with the vendor quotation, Purchasing will negotiate the contract, obtain authorized signatures after contract terms are agreed upon, and issue a Purchase Order.

***Louisiana Small Businesses:** When seeking quotes departments are encouraged to use Hudson or Veteran Initiative vendor. When 3 quotes are required, at least 1 vendor should be a Hudson/Veteran vendor. Eligible vendors are listed on the [Louisiana Economic Development website](#).