

Purchasing Policies and Procedures

For the Purchasing Office of SUSLA

INTRODUCTION

The Purchasing Department is under the authority of the Chancellor's Office and is a division of Finance and Administration.

The mission of the Southern University Purchasing Department is to develop and implement sound procurement practices in accordance with executive policies and legislative mandates and to provide quality and timely services to Southern University at Shreveport, which is inclusive of the Faculty, Staff and Students and the Vendor Community. The basic policy is to obtain all supplies, equipment and services at the lowest cost to the University consistent with quantity, quality and availability at the time of purchase.

In keeping with our mission, we prepared this general guidelines manual to assist in preparing and processing purchasing documents in accordance with the Louisiana Office of State Purchasing and University guidelines. The information in this manual is no way all-inclusive of state guidelines and procedures.

The information contained in this manual is subject to change and the changes are based on the State of Louisiana Revised Statutes and Legislative mandates. Information may be amended by the Purchasing Office to ensure compliance with all governing procurement directives, policies, rules, regulations and statutes.

The Purchasing Office Personnel is available to assist with any purchasing questions or clarifications.

PROCUREMENT STATUTES

State agencies shall be in compliance with statutes governing procurement passed by the Louisiana Legislative body. A quick reference guide for Statutes and/or Revised Statutes (R.S.) can be located on the Office of State Purchasing Website at www.doa.louisiana.gov/osp.

ETHICS STATEMENT

All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety. The Code of Governmental Ethics is covered by Louisiana R.S. 42:1101-1170.

TAXES

Southern University at Shreveport, as an agency of the State of Louisiana, is presently exempt from the payment of taxes except those spelled out in travel guidelines. Southern University at Shreveport Tax Exempt Number is 35774. Tax Form is available to vendor upon request.

INTRODUCTION

This guide is designed to be used as reference to the operating policies and procedures of procuring goods and services. The policies and procedures contained in this guide are in accordance with the purchasing regulations of the Southern University at Shreveport Purchasing Department and the State of Louisiana. Grants must also follow the purchasing requirements of the sponsoring agency.

To ensure the integrity of the purchasing process, all personnel involved in the procurement of goods or services need to be familiar with all phases of the purchasing cycle. It is also important for both areas to work together, understand their respective roles and combine to establish an effective and successful purchasing program.

OBJECTIVES

1. Purchase supplies, equipment and services necessary to accomplish department's goals and objectives.
2. Purchase supplies, equipment and services necessary for the daily operation of the grant.
3. Submit all purchasing requests in a timely manner.
4. Ensure that all vendors understand the rules for doing business with SUSLA.
5. Ensure that purchases are in the best interest of the department as well as the University.

GENERAL POLICIES

Before a purchase order is issued, all requests must be submitted in a timely manner on a Purchase Requisition form.

No purchases or services are to be initiated by personnel prior to the issue of a purchase order. Only product features, warranty, delivery information, prices, quotes, sole source letters, costs for service and other relevant information needed to complete the requisition may be obtained from the vendor.

Anyone who procures material or services without authorization will be held responsible to the vendor for costs incurred. The University will acknowledge only authorized purchases and make payment.

FEDERAL FUND DOCUMENTS

1. Certification of No Suspension or Debarment
2. Davis-Bacon Act (\$2,000 or more)

POLICY STATEMENT

| TITLE: Bids | |
|----------------------------------|---|
| POLICY NUMBER: 1 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 08/31/10-Revised | PAGE: 1 of 1 |

I. Procedure

- A. Purchases less than \$5000 do not require bids. However, a price quote should be obtained and attached to purchase requisition. The quote and purchase requisition should match exactly.
- B. Vendors with state contracts do not require bids. However, a price quote should be obtained and attached to purchase requisition. The quote and purchase requisition should match exactly.
- C. Purchases over \$5000 not to exceed \$15000 require at least three (3) written quotations and all quotes must be attached to purchase requisition.
- D. Purchases over \$15000 but less \$25,000 require at least five (5) written quotations and all quotes must be attached to purchase requisition.
- E. Purchases over \$25,000 requires a sealed Bid and sent out to at least five (5) vendors. This process should be coordinated with the Purchasing Office.

Bids are advertised in local State Journal Newspaper (The Advocate), the City Newspaper (The Times) and online through the State of Louisiana Purchasing Network Service (LaPAC).

Request for Proposal (RFP)

For best value procurement through the Request for Proposal (RFP) process to obtain high technology acquisitions, complex services, and to contract with a group purchasing organization. Award is made to the responsible bidder whose proposal is the responsive and advantageous to the state with consideration to cost as well as other evaluation criteria. All RFP's must be sent to the Purchasing Department to be forwarded to the Louisiana Office of State Purchasing. A complete RFP guideline manual may be reviewed from the Office of State Purchasing website.

State Contracts Purchases

No competitive prices are required for state contract purchases. Prices are obtained by State Purchasing, this eliminates the taking of bids or quotations or both, effecting considerable savings in time and money. Additional state contract information is listed on the Louisiana State Contract website: www.doa.state.la.us/osp/osp.htm

POLICY STATEMENT

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| TITLE: Emergency Purchases | |
| POLICY NUMBER: 2 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance & Administration |
| EFFECTIVE DATE: 1/12/10-Revised | PAGE: 1 of 1 |

An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property that may rise by reason of floods, epidemics, riots, equipment failures or such other reasons as may be proclaimed by the chief procurement officer. The existence of such conditions creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of Louisiana government; the preservation or protection of property; and the health or safety of any person.

Poor planning is not justification for emergency purchases.

If an emergency occurs, if possible, three (3) vendors should be contacted to request a quotation, if the amount is over \$5,000.00. One (1) quotation is required, if the amount is \$5,000.00 or less.

Contact the Purchasing Department for prior approval

If time does not permit, contact one (1) vendor, send letter of justification/explanation to the Purchasing Department along with purchase requisition and quotation. **A letter is required with all emergency purchases.**

The documents need to be submitted to the Purchasing Department the next business day

Emergency purchases are set-aside by the Purchasing Department for Physical Plant Department, Facilities Planning, Student Housing, Student Union Cafeteria and the Committee for Emergency Awareness.

POLICY STATEMENT

| TITLE: Sole Source Vendors | |
|----------------------------------|---|
| POLICY NUMBER: 3 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/10-Revised | PAGE: 1 of 1 |

I. Procedure

- A. Sole source procurement is permissible only if a requirement is available from a single supplier. This means the supply is sold only by a single supplier which is usually the manufacturer.

The sole source justification form must be completed and accompany the purchase requisition along with the supplier quote and a letter for the vendor and requestor affirming production and sole distribution, and product has no competing suppliers with similar products or services in the market.

- B. A Sole Source Form must be obtained from the Purchasing Office and attached to the purchase requisition. Item numbers 1-4 are for the department to complete and 5-7 must be completed and sign by the vendor.

- C. **Will the justification from a previous sole source purchase suffice for the next request/order?**

No. A new sole source justification form and current letter from the vendor along with current price quote must be submitted. Reason is to have the vendor certify each time that sole source conditions still exist, and that no other competitor has entered the marketplace or they have not established a distributor network.

No competitive bidding required if determined by “Sole Source Form” and Chief Procurement Officer the vendor qualifies as a “sole” provider for merchandise.

POLICY STATEMENT

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| TITLE: Authorized Dealer Purchases | |
| POLICY NUMBER: 4 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/10-Revised | PAGE: 1 of 1 |

The Louisiana Procurement Code requires that maximum competitive bids shall be obtained (where the cost exceeds \$5,000.00) in accordance with R.S. 39:1655. An exception to minimum competitive requirements for authorized dealer purchases.

An “Authorized Dealer Certification Form” must be completed by authorized vendors for repairs and/or parts

The form is used for services over \$5,000.00; when using one (1) vendor

Examples of authorized vendors for repairs and parts are:

Office machines, automobiles, scientific equipment, medical equipment, elevators, boilers, heating/air conditioners, appliances, etc.

POLICY STATEMENT

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| TITLE: Vehicle Purchases (New) | |
| POLICY NUMBER: 5 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/10-Revised | PAGE: 1 of 2 |

A letter of explanation is required to purchase vehicles which should include the type of purchase, explain the critical nature of the need for the particular vehicle; and include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet, the number of drivers per year, the estimated mileage per year, whether the vehicle will be used primarily for inter-city or intra-city travel, number of expected occupants, and justification for special equipment options, etc. **All documents must be forwarded to Louisiana Property Assistance Agency LPAA (Mr. Richard Janis, State Fleet Manager) for approval/disapproval before a purchase order can be issued.**

Requirement Documents:

BA22 Form

Alternative Fuel Vehicle Purchase Information Form

DA-121 Vehicle condition Report Form to be completed on Trade-in units (form must be picked up from Mrs. Eddie Boxley, SUSLA Shipping and Receiving)

If using a trade-in for purchase of vehicle, include copy of approved Transfer Detail sheet

All forms are sent to Louisiana Property Assistance Agency-LPAA (Mr. Richard Janis, State Fleet Manager) for approval/disapproval. If approved, Office of State Purchasing sends a State Purchase Order to SUSLA Purchasing Office.

After check is processed from SUSLA Purchase Order for the vehicle, the original check is mailed to the vendor, a copy of the check is taken to Louisiana Property Assistance Agency and the vehicle is arranged to be pick-up by Mrs. Eddie Boxley, SUSLA Shipping and Receiving.

Vehicle Purchases (Pre-Owned)

Pre-owned (used) vehicles must be purchased from the Louisiana Property Assistance Agency only. A vehicle must be traded before adding to the fleet. If a vehicle is not available, it must be justified in writing and approved by the Office of State Purchasing.

POLICY STATEMENT

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| TITLE: Used Equipment Purchases | |
| POLICY NUMBER: 6 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/10-Revised | PAGE: 1 of 2 |

Buying used equipment may result in savings to the University. A letter is sent to the Purchasing Department to request the purchase of used equipment.

Letter should include: The price for which the used equipment may be obtained.

The plan for maintenance and repair of the equipment, if applicable

The savings that will accrue to the State/University

A written quotation from the vendor

A purchase order is processed if approved by the Chief Procurement Officer

State Surplus Purchases

Buying surplus equipment from Louisiana Property Assistance Agency (LPAA) may result in savings to the University.

Call (225) 342-6849 to visit site for availability of items (1059 Brickyard Lane, Baton Rouge, LA)

Request a written quotation from LPAA, once items are selected

Send quotation, purchase requisition and responsibility form (pre-payment required) to SUSLA Purchasing Office to process purchase order

Trade-In of Used Equipment Purchases

Equipment may be used as a trade-in, if solicitation includes trade-in of an existing piece of equipment. A letter is written to the SUSLA Purchasing Office requesting to trade-in equipment.

Letter should include: The equipment to be traded; the cost and SUSLA equipment tag number

Copy of letter is sent to Mrs. Eddie Boxley, SUSLA Property Coordinator

After quotations are received, all documents are sent to the Louisiana Office of State Property for approval

Final approval is received from Mrs. Eddie Boxley before processing the purchase order

Contact Mrs. Eddie Boxley, Property Coordinator for additional information at 318-670-6379

POLICY STATEMENT

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| TITLE: Scientific Purchases | |
| POLICY NUMBER: 7 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/10-Revised | PAGE: 1 of 1 |

Scientific and laboratory supplies and equipment when procured for laboratory or scientific research should not exceed twenty-five thousand dollars (\$25,000) per transaction; one (1) written quotation is required. Split purchases are not allowed and will not be honored by the Purchasing Office.

POLICY STATEMENT

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| TITLE: Campus Dining Purchases | |
| POLICY NUMBER: 8 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 1/12/10-Revised | PAGE: 1 of 1 |

The University currently has a food service contract with Moliere Catering. To request food services or catering, the end user must obtain a written quote or event sheet from Moliere Catering and submit the document along with a purchase requisition to the Purchasing Department. The purchase order is processed and picked up by Moliere Catering.

Off Campus Catering Purchases

Off campus catering is allowed if Moliere Catering cannot provide the service or if the University event is held off campus.

If Moliere Catering cannot provide the on campus service, Moliere Catering will send a letter to the requestor. The following documents are required to process a purchase order:

Letter from Moliere Catering, Purchase Requisition, Vendor's Quotation, Special Meals Form and Participants' List.

If the event is held off campus, the following documents are required to process a purchase order:

Purchase Requisition, Vendor's Quotation, Special Meals Form and Participants' List.

Note: A letter of justification is required if the participants' list is not available. However, the list must be sent to the Purchasing Department the next business day, after the event.

POLICY STATEMENT

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| TITLE: Bookstore Purchases | |
| POLICY NUMBER: 9 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 1/12/10-Revised | PAGE: 1 of 1 |

The University currently has a contract with Follette Bookstore. A written quotation is required to request supplies. The quotation along with a purchase requisition must be submitted to the Purchasing Office. A purchase order must be processed before receiving merchandise.

POLICY STATEMENT

| TITLE: Purchase Requisition | |
|------------------------------------|--|
| POLICY NUMBER: 10 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 2 |

II. Procedure

- A. All purchase requisitions must be typed and have original signatures.
- B. Each purchase requisition has a unique number to be used as a reference number in the purchasing office. Copies of continuation purchase requisition forms are located in the Purchasing Office for additional items to be typed on a requisition.
- C. Shipping and handling charges must be added to purchase requisition.
- D. The purchase request must include:
 - 1. Department - department paying for goods/services
 - 2. Building/room - location of dept paying for goods/services
 - 3. Telephone number - number of dept paying for goods/services
 - 4. Campus site - Shreveport
 - 5. Date - today's date
 - 6. Date wanted - date purchase order is needed
 - 7. Item no. - number each line on the purchase requisition
 - 8. Description - detailed description of item/service, include vendor item number, name of product, brand of product, model number, color, date of service, reason for service, where service is to be performed, name of person traveling, dates of travel, destination, conference title
 - 9. Quantity - number of items to order
 - 10. Unit cost - cost for one item
 - 11. Amount - extended price (quantity x unit cost)

12. Quote number/salesperson - (if applicable) include quote number, confirmation number, order number and salesperson's name
13. Vendor information - include vendor name, address, telephone number and fax number
14. Account number - department's 6-digit account number obtained from the Business Office
 - A. Fund-first number
 - B. Acct. no.-next 3 numbers
 - C. Dept. code-last 2 numbers
15. Allot. C&O - Sub-object code (line item to charge for purchase); refer to SUS Chart of Account for FRS Expenditure Object Codes
16. Amount - sum of extended prices; total price of purchase
17. Requisitioned by - signature of requestor
18. Approved by - signatures of Dept. Head, Unit Head, Division Head and Vice Chancellor prior to submitting to purchasing office

POLICY STATEMENT

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| TITLE: Adjustments to Purchase Orders | |
| POLICY NUMBER: 11 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. Any request for adjustment to a purchase order must be in writing to the Director of Purchasing. This request needs to be made as soon as possible.
- B. Adjustments include but not limited to: change in price, change in quantity, change of vendor, include/change shipping charges.
- C. The purchase order will be amended and retransmitted to the vendor.
- D. A copy of the new purchase order will be sent to the requesting department.

POLICY STATEMENT

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| TITLE: Adjustment to Purchase Order by Purchasing Office | |
| POLICY NUMBER: 12 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. In order to process payment, purchase orders must match prices and totals on the vendor's invoice. In such cases, the purchasing office will change the purchase order to reflect those changes.
- B. A copy of the corrected purchase order will be forwarded to the requesting department.

POLICY STATEMENT

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| TITLE: Cancellation of Purchase Order | |
| POLICY NUMBER: 13 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. When it is necessary to cancel a purchase order, the requestor must forward a memo to the Director of Purchasing including the purchase order number, amount, date of purchase order, vendor name, budget account number and reason for cancellation.

POLICY STATEMENT

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|-------------------------------------|--|
| TITLE: Split Purchase Orders | |
| POLICY NUMBER: 14 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. No purchase can be divided by amounts to bring it within the purchasing limits as described in the bidding process. Doing so is a direct violation of purchasing procedures.

POLICY STATEMENT

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|-------------------------------------|--|
| TITLE: Availability of Funds | |
| POLICY NUMBER: 15 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. All purchase requisitions must be encumbered to ensure that funds are available before the purchase order is submitted to vendor.
- B. Purchase requisitions will be returned for insufficient funds. A budget revision will be necessary to continue the purchasing process. An authorized purchase order will not be granted without available funds.

POLICY STATEMENT

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| TITLE: Sales Tax Exemption | |
| POLICY NUMBER: 16 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/2010-Revised | PAGE: 1 of 1 |

I. Procedure

- A. Tax-exempt information is included on the purchase order.
- B. Tax-exempt forms may be obtained from the Purchasing Office or at the Cashier's window.

POLICY STATEMENT

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|--------------------------------|--|
| TITLE: Subscriptions | |
| POLICY NUMBER: 17 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. Must have subscription requests or renewal cards attached to purchase requisition.
- B. Must have name, title, department and address of person to receive manuals.

POLICY STATEMENT

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|---|--|
| TITLE: Computers, Printers, Software, Telecommunications | |
| POLICY NUMBER: 18 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance and Administration |
| EFFECTIVE DATE: 01/12/2010-Revised | PAGE: 1 of 1 |

I. Procedure

- A. The purchase requisition and supporting documents must be forwarded to the Director of IT. S/He must approve and sign the purchase requisition before a purchase order will be issued.

B. **Hardware Purchases (Only)**

One (1) written quote is required up to \$100,000.00.

If over \$100,000, approval is required from Louisiana Offices of Information Technology and Contractual Review

IT-10 Form from the Office of Technology is required
Additional information listed on Louisiana State Office of Technology (Website: <http://www.state.la.us/osp.htm>)

C. **Software Purchases (Only)**

One (1) written quote is required up to \$100,000.00.

If over \$100,000, approval is required from Louisiana Offices of Information Technology and Contractual Review

IT-10 Form from the Office of Technology is required
Additional information listed on Louisiana State Office of Technology (Website: <http://www.state.la.us/osp.htm>)

D. **Wire and Cable Services**

On state contract require prior approval by SUSLA IT Department (Dr. Gabriel Fagbeyiro and the Louisiana Office of Telecommunication (OTM). OTM sends an approved contract imprinted with a state seal and the OTM logo. The Purchasing Department sends the purchase order to OTM: after approval OTM sends the purchase order to the vendor. Work performed on orders not in compliance will constitute a contract violation and vendor shall receive a recommendation for non-payment.

Cell phones and Blackberry phone system on state contract requires prior approval by SUSLA Telecommunications Manager (Mrs. Christella Jackson)

Additional state contract information is listed on the Louisiana State Contract website: www.doa.state.la.us/osp/osp.htm

POLICY STATEMENT

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|--------------------------------|--|
| TITLE: Catering Orders | |
| POLICY NUMBER: 19 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. An itemized price quote must accompany the purchase requisition when ordering catering services. The quote and the purchase requisition must be identical.
- B. Include date, time, place and reason for event.
- C. Provide Insurance Certificate

POLICY STATEMENT

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|---|--|
| TITLE: Orders Picked Up By Requestor | |
| POLICY NUMBER: 20 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. Before picking up merchandise, be sure to have a copy of the purchase order and a tax exempt form. (Office Depot and Wal-mart have tax exempt cards located in the Purchasing Office)
- B. All orders must be checked in at Shipping and Receiving within 24 hours of receipt of merchandise.
- C. Invoice/sales receipt must be turned in to Accounts Payable within 24 hours of receipt of merchandise. A copy of the receipt must be attached to the dept's copy of the purchase order.
- D. Sam's Club purchases must be obtained on a Membership Card through the University. (Please see the Purchasing Officer)

POLICY STATEMENT

| TITLE: Inventory Control | |
|--------------------------|---|
| POLICY NUMBER: 21 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. All equipment valued at \$1000 or more is to be inventoried and logged into the University inventory database.
- B. All University purchases must have a “State of Louisiana” sticker in an obvious place.
- C. No furniture or equipment is to be moved from the assigned area without prior approval from the Property Control Clerk. A Movable Equipment form must be completed and delivered to the Property Control Clerk before moving property.
- D. Items purchased with State/Grant funds must be checked out of the Property Control office for use outside of the assigned area. University Equipment Check-out forms and Movable Equipment forms must be kept on file in the Property Control office.

POLICY STATEMENT

| TITLE: Pre-payments | |
|-------------------------|---|
| POLICY NUMBER: 22 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. **Every effort should be made to utilize a vendor that accepts purchase orders.**
- B. Coordinate with the university's business office prior to submitting pre-payment.
- C. All pre-payments that are made to vendors must be done on a purchase requisition with a responsibility form and supporting documentation (quote, proposal, etc.) attached.
- D. (Before a pre-payment of hotel lodging, all personnel must have applied and/or waiting for approval, or been decline for a Bank of America Travel Card on file the in Travel Office). **All hotel lodging must have a reservation/confirmation documentation attached to a purchase requisition for process of pre-payment.**
- E. Payments for re-imbursements, loans, advances, withdrawals, and refunds are to made on a Departmental Invoice (DI).

POLICY STATEMENT

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|-------------------------------------|--|
| TITLE: Professional Services | |
| POLICY NUMBER: 23 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Fiscal Affairs |
| EFFECTIVE DATE: 6/11/07 | PAGE: 1 of 1 |

I. Procedure

- A. Contain appropriate original (not a signature stamp) signatures of agency, contractor, and witnessed.
- B. Contain appropriate approvals; i.e. Baton Rouge Campus
- C. Contains a date upon which the contract is to begin and upon which contract will terminate.
- D. Contain a description of the work to be performed including goals and objectives, deliverables, performance measures and a monitoring plan.
- E. Contain a maximum amount and schedule of payments to be made.
- F. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
 - 1. Travel and other reimbursable expenses constitute part of the total maximum payable under the contract, or
 - 2. No more than (\$____) of the total maximum amount payable under this contract shall be paid as reimbursable expenses, and
 - 3. Travel expenses shall be reimbursed in accordance with Southern University at Shreveport and Procedure Memorandum 49 (The State General Travel Regulations).
- G. Contain a completed and sign W-9 Form.
- H. Complete Time Sheet and Contract Evaluation Form.
- I. Multi-Year Letter, if contract exceeds 12 months.
- J. Late Letter, if contract has started prior to the begin date.

POLICY STATEMENT

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| TITLE: Davis-Bacon Act (\$2,000 or more) | |
| POLICY NUMBER: 24 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance & Administration |
| EFFECTIVE DATE: 1/12/10-Revised | PAGE: 1 of 1 |

Contractor shall be in compliance with the Davis-Bacon Act, 40 USC 276A-7; Ensures that laborers and mechanics employed pursuant to federally funded construction contracts, subcontracts and construction under Federal grants, will be paid wages as determined by the U.S. Secretary of Labor.

POLICY STATEMENT

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|---|--|
| TITLE: Certification of No Suspension or Debarment | |
| POLICY NUMBER: 25 | SUBMITTED BY: Sophia Lee |
| SUPERSEDES NUMBER: N/A | APPROVED BY: Vice Chancellor for Finance & Administration |
| EFFECTIVE DATE: 1/12/10-Revised | PAGE: 1 of 1 |

Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.

Most Frequently Used Object Codes

Travel 2200

- 2213 In-state travel to conferences, conventions
- 2223 Out of state travel to conferences, conventions

Operating Services 3000

- 3010 Advertising
- 3100 Printing
- 3302 Leasing equipment (copiers)
- 3420 Property and equipment repairs (computers, printers)
- 3560 Software licenses (MS Office, DISCOVER, Norton Anti-virus)
- 3601 Dues and memberships
- 3603 Subscriptions
- 3605 Testing services (MOUS, GED)
- 3652 Postage
- 3753 Data lines and circuits
- 3754 Other communication (pagers, cell phones)

Supplies 4000

- 4100 General office supplies (paper, pens, pencils)
- 4210 Food
- 4220 Other operating supplies (cartridges)
- 4245 Computer supplies (keyboards, mousepads, fax machine parts)
- 4255 Educational supplies (books, trinkets, educational software)

***Note: Supplies valued at \$1000 and up are considered equipment (such as computer equipment, bookcases, furniture)*

Professional Services 5000

- 5040 Professional services contracts

Other Charges 6000

- 6008 Fees and registration (conference fees)

Capital Outlays 7000

- 7040 Equipment (computers, scanners)
- 7110 Office equipment (fax machine, copiers, furniture)