



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # FI 5.007

Purchasing Policy

Authority: Office of State Purchasing, Memorandum	Effective Date:	03/30/2004
OSP 21-04, Executive Order #JBE2020-21,	Last Revision:	03/04/2024
Louisiana Revised Statute 39		

PURPOSE:

To define the regulations and establish procedures governing the procurement of goods and services for Fletcher Technical Community College (Fletcher).

POLICY STATEMENT:

Fletcher's Business Office is responsible for processing the purchases of supplies, materials, equipment, and services which are essential to the successful operation of Fletcher.

Purchasing procedures are based on regulations established by the State of Louisiana as promulgated by the Commissioner of Administration.

Approved purchases may be completed using Requisitions, which will generate a Purchase Order, or Check Disbursement Requests, which will generate a direct vendor payment. Purchases allowed to be completed with a Check Disbursement Request are listed below. All other purchases must be completed using Requisitions. Employees are responsible for any unapproved purchases. Employees participating in unauthorized purchases may be subject to disciplinary action up to, and including, termination of employment.

Requisitions are submitted by employees via Self Service Banner in LoLA and are then routed to the proper approver(s) based on the funding source of the requested purchases. Check Disbursement Requests can be found in Employee Resources/ Fletcher Forms/ Business Office Forms. This form is also routed to the proper approver(s) based on the funding source of the requested purchases.

All purchases originating with a requisition will be processed by the Manager of Purchasing and Travel based on approved requisitions received. The Manager of Purchasing and Travel has authority to sign purchase orders and non-professional contract agreements related to those purchase orders, such as procurement contracts and amendments, construction contracts, and change orders on behalf of the College. Signed copies will be maintained in the College's Business Office.

All purchases originating with a Check Disbursement Request will be processed by the General Accountant. These purchases will be limited to: memberships, subscriptions, postage, services less than \$2000, vendor charge accounts less than \$5000, software licenses and software subscriptions. All other purchases should originate with a Requisition.

POLICY/PROCEDURE:

A. Purchases up to \$10,000

No competitive process is required. All small non-competitive purchases must be approved by the appropriate supervisor, before the purchase as evidenced by a completed and approved requisition or check disbursement request. Otherwise, the purchase is considered unauthorized and the requestor may be responsible for payment and/or disciplinary action. Transportation (shipping & handling) charges are considered part of the purchase price and are subject to the \$10,000 limit. Splitting of purchases to stay under the \$10,000 limit is strictly prohibited.

B. Purchases over \$10,000 but not exceeding \$20,000

Price quotations shall be solicited from three (3) vendors. Quotations may be received by telephone, facsimile, or other means and shall be awarded on the basis of the lowest responsive quotation. These purchases must be completed using Requisitions.

C. Purchases over \$20,000 but not exceeding \$30,000

Price quotations shall be solicited from five (5) vendors. Quotations may be received by telephone, facsimile, or other means and shall be awarded on the basis of the lowest responsive quotation. A minimum of three (3) working days shall be allowed for receipt of quotations. These purchases must be completed using Requisitions.

D. Purchases over \$30,000

The Manager of Purchasing and Travel must prepare an Invitation to Bid (ITB). The ITB must list all pertinent information. Specifications should be clear and concise, but not restrictive. Desired delivery dates should be reasonable. Any necessary special conditions should be included. The ITB must note a bid opening date and time. The ITB will be advertised at least one (1) time before the bid opening in "The Houma Courier" and other appropriate newspapers. The ITB will also be e-mailed or faxed to interested bidders. A minimum of twenty-one (21) days shall be allowed between the date first advertised and the date of bid opening. In addition to the required newspaper advertisement, the ITB must be posted to the Office of State Procurement's LaPAC website. These purchases must be completed using Requisitions.

For each ITB awarded, bid files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor, and state the reason why a lower quotation was rejected.

E. Emergency Purchases

An emergency condition is defined as “a situation that creates a threat to public health, welfare, safety or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration.” **Poor planning does not constitute an emergency condition.**

An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment or services that cannot be purchased by normal methods and the lack of which would seriously threaten:

- The functioning of state government
- The preservation or protection of property, or
- The health or safety of any person

If an emergency condition arises after office hours and circumstances will not permit any delays, then the employee should obtain whatever competitive pricing is practical (written, telephone, etc.) and proceed, using discretion, with the purchase. The employee must then prepare and sign a written report explaining the nature of the emergency and submit to the Manager of Purchasing and Travel, along with a requisition or check disbursement request for the materials or services purchased. The written report and requisition (or check disbursement request) are required to be submitted within two (2) working days after the emergency purchase and must indicate the competition that was obtained or attempted.

F. Exceptions to Competitive Requirements

The following items are considered small purchases regardless of price and may be procured in the manner cited:

No competitive process is required for the following items:

1. Repair parts for equipment obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable. This provision does not apply to the stocking of parts;
2. Equipment repairs obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable;
3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from an authorized dealer. A Louisiana authorized dealer shall be used if practicable;
4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
5. Purchasing or selling transactions between state budget units and other governmental agencies;
6. Publications, including electronic publications and subscriptions, and/or copyrighted materials purchased directly from the publisher or copyright holder;

7. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders;
8. Public utilities and services provided by local governments;
9. Non-customized training, including educational instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations;
10. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further Fletcher's mission, duties and/or functions, with the approval of the Chancellor, if not covered by competitive state contract;
11. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding \$2,500;
12. Food, materials and supplies for teaching and per course training not exceeding \$30,000, where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
13. Renewal of termite service contracts;
14. Purchases made to resell as part of a merchandising program with the written approval on file from the Chancellor, when it is not practical or feasible to obtain competitive price quotations;
15. Commercial internet service not exceeding \$1,500 per subscription per year;
16. Advertising, where permitted by law and the Chancellor or designee certifies that specific media is required to reach targeted audiences;
17. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory scientific research not to exceed \$30,000 per transaction;
18. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints;
19. Royalty and license fees for use of rights to intellectual property, such as but not limited to: patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;
20. Equipment moves by the original manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etc., not to exceed \$30,000 per transaction;

21. Mailing list rentals or purchases; and
22. Art exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation.

For the following items, quotations shall be solicited, where feasible, from at least three (3) vendors:

1. Convention and meeting facilities exceeding \$10,000, provided that any associated food or lodging must be in accordance with PPM 49-General Travel Regulations;
2. Gasoline and fuel purchases exceeding \$10,000;
3. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA certified repair station in accordance with FAA requirements with approval by the Chancellor, and
4. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

G. Cooperative Purchasing Contracts

Cooperative Purchasing Contracts will only be used when approved by the State of Louisiana, namely under a State of Louisiana contract.

Reference:

The procurement of goods and services for Fletcher is governed by rules and regulations established by the Office of State Purchasing, [Executive Order Number JBE 2020-21](#), and [Louisiana R.S. 39:1596](#).

Distribution: Distributed Electronically via College’s Internet.

Review Council/Entity	Approval Date
Other (if applicable)	
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