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 purchase orders for 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.

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. All purchases will be processed by the Director of Procurement based on approved requisitions received.

Employees participating in unauthorized purchases may be subject to disciplinary action up to, and including, termination of employment.

POLICY/PROCEDURE:

A. Purchases up to $10,000

No competitive process is required. All small non-competitive purchases must be approved by the Department Head, or designee, before the purchase as evidenced by a completed and approved requisition. 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 $5,000 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.

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.

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.

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 Department Head or an authorized department representative should obtain whatever competitive pricing is practical (written, telephone, etc.) and proceed, using discretion, with the purchase. The Department Head or authorized representative must then prepare and sign a written report explaining the nature of the emergency and submit to the Director of Procurement, along with a requisition for the materials or services purchased. The written report and
requisition 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.

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Kristine Strickland, Ph.D.
Chancellor

3/25/22 Date
Procurement Process
Requisitions, Purchases, Receiving, and Payments

The non-payroll expenditure function is centralized for all Fletcher campuses and processed through the Business Office at the main campus in Schriever. Banner is used to process all purchase transactions.

New Vendors
If a vendor is not already established in Banner, the vendor must submit a W-9. The Property and Compliance Coordinator uses the W-9 to enter the vendor’s information into Banner and generates a vendor ID. Fletcher has transitioned to paying vendors via direct deposit when possible. There are still several vendors paid via paper check because they do not accept direct deposits. New vendors are asked to complete and return the “Direct Deposit – Payment Delivery Authorization” form. Once returned, the vendor’s banking information is entered into Banner by the Director of Accounting.

Requisitions
Requisitions (R******** documents in Banner) are used to initiate purchases and are submitted in Banner by faculty and staff. The requisition is approved in Banner by the individual’s respective Supervisor, Dean, and/or Vice Chancellor as applicable. All information technology (IT) purchases must also be approved in Banner by the IT Manager, who oversees all computer-related acquisitions. The Director of Procurement reviews all requisitions for proper account coding and sufficient funds.

Purchases
Approved requisitions are forwarded to the Manager of Purchasing and Travel for further processing:

- All requisitions will be processed into a purchase order (P******* documents in Banner), according to the state’s purchasing rules and regulations. Depending upon the circumstances, the order may be emailed, faxed, or telephoned in to the vendor by the Director of Procurement. Some orders are placed directly to the vendor via their website.
- Purchases under $10,000 do not require competitive bidding.
- Purchases over $10,000 that are not on state contract are bid by the Director of Procurement. After the required number of quotes are received or the bid opening is held, goods/services are awarded through a purchase order.
- Purchases over $10,000 that are on state contract are issued a purchase order. The state contract number is indicated on the purchase order.

Fletcher does not participate in the LaCarte Procurement Card Program.

The original purchase orders are filed in a pending file system until the goods/services are received.
Receiving
Most goods are delivered to the main campus in Schrieber and are received by the Property and Compliance Coordinator, and if required, are tagged by the Property Manager or designee. Any packing slips or delivery receipts are filed with the purchase order in the pending file system until an invoice is received. Packing slips or delivery receipts for goods received at other campuses are sent via interoffice mail to the Property and Compliance Coordinator. Upon receipt of an invoice, the Property and Compliance Coordinator uses the delivery information attached to the purchase order to create a receiving record (Y******* documents in Banner), and the receiving number is noted on the invoice. The invoice, purchase order, and delivery receipt is forwarded for payment processing.

Payments
The Accounting Specialist enters invoices (I******* documents in Banner) in Banner either as a direct-pay invoice (no purchase order) or as a regular invoice (purchase order). Once per week (usually every Thursday), checks are processed by the Accounting Specialist. Upon completion of weekly invoice entry, the FABMATC process is run to match receivers against invoice amounts. Direct pay invoices do not require receiver matching since there are no related purchase orders. The FARINVS report is run which generates a listing of all invoices to be paid in a current check run. The Director of Accounting reviews this report to approve the check run. Blank laser check stock is placed in the check printer and the key kept in the safe is retrieved to "unlock" the signature to be printed on the checks. The check run process consists of the following Banner processes: FAAPAYC, FTICHKS, FAABATC, FABCHKS, FABCHKP. Upon running all Banner processes, the Director of Accounting accesses INTELLICHECK for actual printing. The checks (F******* documents in Banner) are reviewed to ensure that they printed properly. The key is placed back in the safe upon completion of the printing process. Check copies are made to place with the paid invoices. Returning to Banner, the FABCHKA process is run to generate a check register. The FARINVS report is compared to the FARCHKR check register to ensure a match. The checks are compared to the voucher and invoice information by the Director of Accounting. Verification of the vendor name, remit address, invoice number, and amount are reviewed for accuracy. If are all correct, for the vendors not paid via direct deposit, each check is placed in a window envelope and mailed. Upon completion of check to invoice review and any needed corrections, the Accounting Specialist runs Banner process FABCHKA to post payments and removal of encumbrances to the general ledger.

Travel
Fletcher follows all state travel regulations. The Manager of Purchasing and Travel is responsible for auditing all travel expense reimbursement requests. All employees are paid via direct deposit for travel reimbursements.

Files
The Accounting Specialist copies all checks to attach to the front of all paid invoices to show the check number and date paid. The invoice is then filed alphabetically in the appropriate accounts payable/vendor file folder in the Business Office file room.

Current year and prior year accounts payable files dated back to FY11 are kept in the Business Office file room; FY10 files are stored in the attic at the Houma Facility on St. Charles Street.

Updated 2/7/19