

**PURCHASING SYSTEM**

**POLICIES**

**AND**

**GUIDELINES**

**LINCOLN PARISH POLICE JURY**

Draft

(Purchasing regulations mandated by Act 504, of 1980, "Louisiana Local Government Budget Act")

## **SECTION 1.00**

### **PURPOSE**

To set forth the established written plan and policy of the Lincoln Parish Police Jury for the purchasing of goods and services; and appropriate financial management and budgetary control, by providing a uniform purchasing procedure for the acquisition of such goods and services of this government.

This centralized purchasing system is not intended to be so strict as to be impractical. These policies and regulations are intended to have sufficient flexibility to allow authorized personnel to act in the best interest of the parish in emergencies or extenuating circumstances.

Budgetary allocations and appropriated funds for specific line items of various functions of parish government shall constitute advanced Police Jury approval for purchases except in such cases as state law or Police Jury policies provide otherwise.

## **SECTION 2.00**

### **AUTHORITY**

The Purchasing Officer shall conduct the operation and business of purchasing goods and services and shall report to the Parish Administrator. The Purchasing Officer shall be responsible for implementing these policies and procedures in organizing, developing, and directing the purchasing process necessary to provide for the materials, equipment, supplies, and services with the most effective expenditure of funds; and within the limits of budgeted and available funds.

The Purchasing Officer may delegate duties and convey assignments to staff personnel in carrying out these policies and procedures, as well as, be responsible for the content and correctness of solicitations and contracts including specifications and contractual terms and conditions.

The Purchasing section, under supervision of the Purchasing Officer, shall initiate, conduct, and conclude, all negotiations for the procurement of all materials, services, equipment, equipment rental, tools, and supplies for the operation of the Lincoln Parish Police Jury.

No person or employee shall place any order, verbal or written, or make any commitment contrary to this procedure, except those persons to whom authority to purchase has been identified by this document.

The Purchasing Officer shall not originate any purchase requests. Minutes of Police Jury action indicating acceptance of goods and/or services for which sealed bids were

received shall constitute a legal purchase request and will be acted upon by the Purchasing Officer.

With knowledge and approval of the Purchasing Officer, intermediate negotiations with vendors may be conducted by department heads, other agencies, and public officials. Correspondence may be entered into with suppliers where technical details make it advisable.

The Purchasing Officer must be kept informed of all negotiations and quotations obtained by any department head, public official, or agency.

### **SECTION 3.00**

#### **RESPONSIBILITY**

The Purchasing Officer has the responsibility for the establishment of reliable sources for goods and services, for prices and for terms that are fair and reasonable and that the method of shipment and delivery dates are acceptable and are in the best interest of this government.

The Purchasing Officer shall be familiar with current market prices of goods and services and with appropriate delivery information, as well as, be responsible for expediting the delivery of materials to the user, department, section, or agency.

The Purchasing Officer shall have the latitude in initiating and making purchases recognizing the fact that situations of price, of delivery, of standardization in production, and of availability vary.

The Purchasing Officer shall have the responsibility of verifying the availability of funds prior to any purchase order being approved.

### **SECTION 4.00**

#### **PURCHASING PROCEDURE**

## 4.10 Routine Purchasing

### 4.11 Requisitioning:

Routinely, the purchasing process will begin with a user identifying a need and then completing a requisition to purchase form (removed outdated form #) which originates the purchasing process. In all instances a completed requisition to purchase form will be submitted to the Purchasing Officer. The requesting department head, official, or agency will ensure that the requisition to purchase form reflects accurately the necessary supplies, equipment, and labor required. A copy of the requisition to purchase form will be maintained by each department until the purchase is received.

Upon receipt of the requisition to purchase form, the Purchasing Officer will complete a quotation work sheet (removed outdated form #), when applicable, following the guidelines as specified in Section 4.12. The Purchasing Officer will then issue a purchase order (removed outdated form #) to initiate the purchase.

### 4.12 Purchasing Orders:

Purchase orders shall be issued to the selected vendor after the following appropriate action: For purchases

- \$0 to \$10,000.00 - As part of good public policy, should obtain at least 3 written quotes. Approved by Purchasing Officer.
- \$10,000.00 to \$30,000.00 - No less than three quotes by telephone, facsimile, or e-mail. Approved by Purchasing Officer.
- \$30,000.00 or more - Advertise for bids furnishing:
  - (1) Materials and supplies
  - (2) Public Works exceeding \$250,000.00 – As part of good public policy, should attempt to obtain at least 3 written quotes. Approved by Purchasing Officer.

If changes occur to the Louisiana Public Bid Law that affect the above mentioned thresholds, the jury will be notified and a revised policy adopted.

Under no circumstances shall procurement requirements (Requisitions or Purchase Orders) be artificially divided so as to constitute smaller purchases that would have the effect of avoiding the requirements of the aggregate dollar amounts prescribed by this section.

Items of materials, supplies and equipment that have a “single source supplier” are exempt from the above guidelines; however, prudent purchasing shall prevail.

All purchases released for bid must be approved by the jury.

### 4.13 Purchase Order Control Procedures:

The following steps outline the correct procedures of internal control that shall be strictly be followed concerning the administering of the purchase order:

- (removed outdated form information) A copy shall be maintained by the Purchasing Officer in a historical file with any supporting documents such as prices, persons contacted, etc.
- (removed outdated form information) A copy shall be sent to the receiving or user department, official, or agency to be filed until the order has been received. Upon receipt of merchandise, a copy shall be signed in the “received ok” block and sent back to the Purchasing Officer. The Purchasing Officer will hold the copy until an invoice is received, at which time, after checking the accuracy of the purchase order against the original invoice, both will be submitted to accounts payable for payment. Accounts payable shall check accuracy of the invoice against the system and check for any applicable discounts before issuing any checks for payment. If the purchase order resulted in the acquisition of fixed assets, the Purchasing Officer will log the fixed assets. The Purchasing Officer shall maintain a record of these transactions with all supporting documentation.

#### **4.20 Non-Routine Purchasing**

##### **4.21 Open Orders:**

This system shall permit (not require) “Open Orders”, i.e. purchase orders issued for a specific quantity of the commodity or service to be delivered in numerous shipments over an extended period of time from the same vendor. Procurement of such goods and services shall be initiated by a requisition issued by the authorized department head, official, or agency. The normal Purchase Order Control Procedures (Section 4.13) shall be followed. Such open orders are to be used for purchase of materials such as gasoline, diesel fuel, herbicide materials, concrete pipe, hot mix materials, asphalt materials, etc.

##### **4.22 Field Orders:**

Each authorized department head, official, or agency will be furnished pre-numbered field orders by the Purchasing Officer, which may be used for small incidental purchases of non-stock items totaling \$250.00 or less. These field purchase orders shall be the specific responsibility of the department head or official and must be issued by them personally or their designated representatives. Each department, official, or agency shall be limited, as approved the Parish Administrator, to field order purchases amounting to not more than \$4,999.00, within any thirty (30) day period. If field order purchases in excess of this amount are anticipated, justifiably, an additional allocation may be authorized by the Parish Administrator.

(removed outdated form information) All copies of said field purchase order shall be forwarded to the Purchasing Officer prior to the close of business the following day. The

Routine Purchasing Order Control Procedures (Section 4.13) shall be followed. It is specifically intended and expected that control of this type of purchase be strictly enforced. The use of more than one field purchase order to cover purchases totaling more than \$250.00 at the same place and near the same time is specifically prohibited. Department heads and authorized officials are charged with the proper and prudent use of these field purchase orders. Normal stock items and supplies should not be ordered on field purchase orders, but should be anticipated and ordered on a regular basis using the Routine Purchasing Procedure. (Section 4.10)

#### **4.23 Emergency and Extreme Emergency Purchasing:**

Emergency and Extreme Emergency Purchasing shall be done in accordance with the State of Louisiana Public Bid Law. R.S. 38:2211, 2212

When possible and practical, every effort should be made to obtain written or verbal quotations for purchasing under this section.

#### **4.24 State Contracts and Piggyback Purchasing:**

Purchases shall originate from a purchasing requisition and shall be authorized by purchase order approval authority as specified in Section 4.12. The Routine Purchasing Order Control Procedure (Section 4.13) shall be followed.