

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, when applicable, following the guidelines as specified below in the "Purchasing Orders" Section. The Purchasing Officer will then issue a purchase order to initiate the purchase.

Purchasing Orders:

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

- \$1,000 to \$30,000.00 - As part of good public policy, should obtain at least 3 written quotes. Approved by Purchasing Officer.
- \$30,000.00 to \$60,000.00 - No less than three quotes by telephone, facsimile, e-mail, or any other printable electronic form. Approved by Purchasing Officer.
- \$60,000.00 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.

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:

- A copy shall be maintained by the Purchasing Officer in a historical file with any supporting documents such as prices, persons contacted, etc.