The University of Louisiana at Monroe

Purchasing Department

General Procurement &

LaCarte (P-Card) Purchasing Card Training

The Role of Purchasing

The department, faculty or staff member determines the need for a product or service to meet the needs of their department.

The role of Purchasing is to

ensure purchases are made in accordance with

Louisiana State law and University policy,

as well as to ensure competition and provide guidance.

Procurement Process

Specifications should be specific, yet allow competition

"Specification" means any description of the physical, functional, or performance characteristics of an item, OR the nature of a supply, a service, construction job, or a major repair.

Most Common Procurement Approaches

- General Procurement
  - No bid (<$10,000)
  - Bid / Obtain competitive quotes ($10,000-$30,000)
  - Competitive Sealed Bid ($30,000+)
- Sole Source / Proprietary
- State Contract
- PPCS Service Contracts
- Request for Proposal (Complex or High dollar)

Small Purchase Thresholds

- <$10,000 – no competition required

- >$10,000 - $20,000
  3 quotes by telephone, email or fax

- >$20,000 - $30,000
  5 quotes by mail or fax. Bid must be out for 3 days

Purchases Exceeding Small Purchase Limit (>$30,000)

Competitive sealed bid

- Bid must be posted publicly 25-30 days
- Must be advertised in newspaper and posted to LaPAC

Request for Proposal

- Use when price is not the only determining factor or
- For high dollar Complex Services or Service Contracts
- Must be advertised in newspaper and posted to LaPAC
- RFP Process typically averages 9 months – 18 months

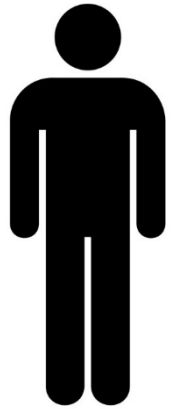
Split Purchasing Prohibited

Purchases shall not be artificially divided to avoid the competitive process

Sole Source

One Brand, One Supplier

REVISED STATUTES 39:1597



Completed **sole source/proprietary purchase form** justifying why the purchase must be restricted to one vendor/manufacturer

Firm Quote from the vendor/manufacturer for requested product

Vendor Letter on company letterhead signed by corporate representative (not sales rep) stating that they are the only source for a particular product

A **Published Price List** or Signed and Notarized listing of the manufacturer's prices

Proprietary

One brand, but the manufacturer has chosen to distribute the product thru more than one distributor.

REVISED STATUTES 39:1655

Completed **sole source/proprietary purchase form** justifying why the purchase must be proprietary

Specifications must be exact to that requested

An approved proprietary purchase must be **declared in the solicitation**. Such as: "This Solicitation has been approved as a proprietary purchase and only bidders meeting these exact specifications/brand will be considered for an award"

A Proprietary purchase **must be bid**

State Contracts

Statewide contracts for various commodities have been negotiated to meet the needs of state agencies, as well as to standardize, reduce administrative costs and to consolidate usage for lower prices. If ordering from a **state contract,** typically no bids are required for purchases over $10,000.

- Exception: LAPS contracts which may require at least 2 competitive quotes when the price exceeds $25,000.

Requisition must include:

- State contract number
- Line item number and description
- State contract price

It's a Balancing Act…

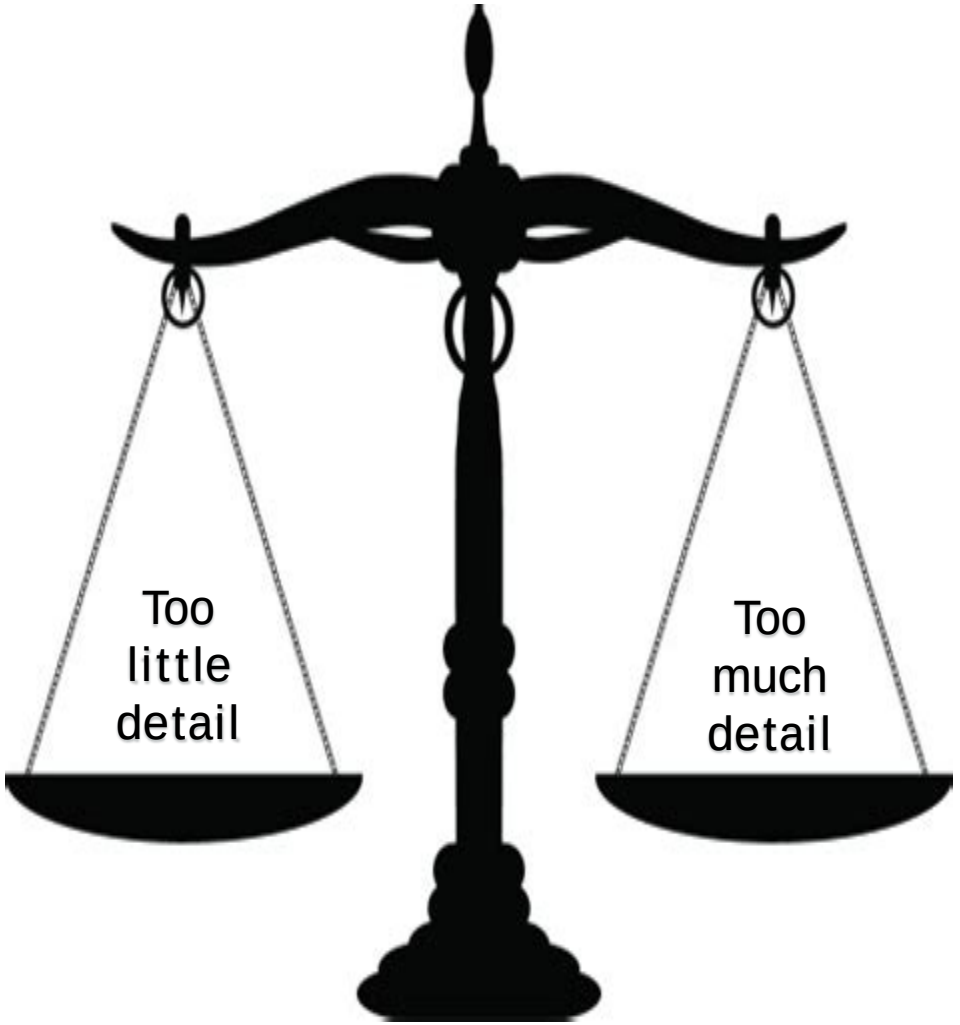
DEPARTMENT:

It's not the right size!

It doesn't have all the features we need!

It doesn't match what we use now!

It won't get here in time!



VENDORS:

Only that brand can meet those specs!

I can't bid at all!

I could bid a lot lower if the specs weren't so restrictive!

I want to protest these specs!

PPCS Service Contracts

Examples

Professional

- Lawyers
- Doctors
- Dentists
- Psychologists
- Certified Advanced Practice Nurses
- Veterinarians
- Architects
- Engineers
- Land Surveyors
- Landscape Architects
- Accountants
- Actuaries
- Claims Adjusters

Personal

- Graphic Artist
- Sculptor
- Musician
- Photographer
- Writer
- Handwriting Analyst
- Court Reporter
- Foreign Representative
- Expert Witness
- Paramedical
- Therapist
- Private Investigator
- Sign Language Interpreter

Consulting

- Management
- Finance (Banking services)
- Revenue Enhancement (claims recovery)
- Planning
- Data Processing (IT)
- Advertising
- Public Relations
- Personnel
- Accounting

Social

- Teen Pregnancy Prevention
- Louisiana Rehab Services
- Day care services
- Transportation services
- Victims of family violence
- Adoption services
- Energy Assistance / Weatherization
- Distribution of food commodities
- Identifying, assessing and evaluating handicapped children
- Development of individualized educational programs for disabled or handicapped children

Contract Process

- Submit Banner Requisition to initiate the contract process

  (Exception: Contracts < $2,000 can be submitted via check request.)

  - Account Code 705702 for <$2,000
  - Account Code 705701 for $2,000 - $20,000
  - Account Code 705700 for $20,000 +
- Download most-current contract template from Purchasing website
- Send contract draft to Purchasing for compliance review prior to sending to Vendor for signature
- After Purchasing compliance review, vendor signature may be obtained
- Then, Contract with supporting documentation and required attachments should be forwarded to Purchasing.
- Purchasing will obtain University Signature & issue Purchase Order

Contract Requirements
R.S. 39:1625

- Begin / End dates of contract
- Description of work & goals/objectives
- Maximum amount and schedule of payments to be made
- Itemized budget if cost reimbursement
- Deliverables
- Schedule of deliverables
- Performance Measures
- Monitoring plan
- Responsibility for taxes (LDR# & Tax ID)
- Termination clauses –for cause and convenience
- Remedies for default clause
- Legislative Auditor clause
- Assignability clause
- Anti-discrimination language
- Travel requirements –PPM 49 (OR) Travel is included in the cost
- Fiscal funding clause
- Act 87 –Discretionary or Non-discretionary
- Prohibition of Discriminatory Boycotts of Israel language

Contract Processing Time

Before the commencement of services, please allow:

- 45-60 days for the processing of contracts and renewals. This will allow for:
  - Requisition approval
  - Purchasing contract review and revisions
  - Negotiation with vendor regarding revised contract terms
  - Supporting documents from ordering department and vendor to be supplied
  - Contract signature, etc.
- 9-18 months should be allowed for services that require a Request for Proposal (RFP) process.

Signature of Contracts

University signature:

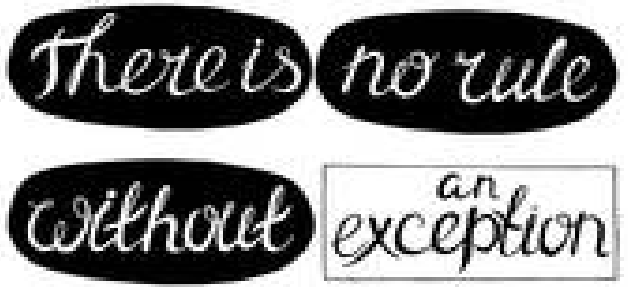
- ≤ $49,999 - Signed on campus
- > $50,000 – Must be approved by Office of State Procurement in Baton Rouge

Authorized Signers of University Contracts:

- Dr. Ronald Berry, President
- Dr. Mark Arant, Provost and Vice President of Academic Affairs
- Dr. Bill Graves, Vice President of Business Affairs
- Dr. John Sutherland, Chief Innovation & Research Officer (Grants/Research contracts only)
- Ms. Lawanna Gilbert-Bell, Director of Sponsored Programs & Research *(Grants/Research contracts only)*
- Mrs. Cheri Perkins, Director of Purchasing *(Contracts ≤ $20,000)*

Some Procurements Types Where Special Rules May Apply

- Software
- Licenses
- Telecommunications
- Information Technology
- Labor & Material Projects >$10,000
- Public Works
- Bullet Proof Vests/ Weapons
- Vehicles
- Art
- Elevator Maintenance
- Used Equipment
- Emergencies
- Meals/Food



Meal & Food Purchases

- Food may only be purchased where approval has been granted by the President
  - Either by standing exception or approved Special Meals Request form.
- Food purchases must be within PPM49 Tier Limits
- Attendee list required

- Tips / Gratuity
  - Should never exceed 20%
  - Should only be given at establishments where tips are considered customary
  - Should not be paid at fast food establishments

Purchasing Tips

- Plan Ahead . Review upcoming events and submit requests timely to allow for processing time
- Consider Long-term options if the purchase is an on-going need of the department (i.e. Year Bid, Contract with Renewal Options, etc…)
- Submit detailed and complete specifications
- Provide W9 for new vendors
- Ensure funding is available in the account before transaction
- Do not make payments in advance of goods or services being received
- Always use the most current contract templates available on the Purchasing webpage
- Send contracts to Purchasing for University signature to be obtained
- Ensure expenses are paid in the same fiscal year in which they occur

  On a Banner Requisition, the TRANSACTION DATE indicates the Fiscal Year the expense will be booked

Acquisition & Payment Methods

- Requisition
  - Most commonly used for purchases >$1,000
  - Requires complete Specifications & may require vendor list
  - Funds are encumbered at the time of the transaction
  - Purchase Order will be issued upon award
    - To process payment, the Requesting Department must process a Banner Receiver and route required documents to Accounts Payable
- Check Requests
  - Most commonly used for purchases <$1,000
  - Must include original invoice/itemized receipt, with date, description, total cost and no sales tax
  - Ensure all required signatures are obtained
- P-Card

P-Card Controls

- Monthly Billing Cycle & Credit Limit
  - Begins on the 6th of the month, and ends on the 5th of the following month
- Single Transaction Limits
  - If you exceed the dollar or transaction limits, your card will be declined at the point of sale
- Merchant Category Codes (MCC)
  - Attempts to purchase from restricted and prohibited MCCs will cause the transaction to be declined at the point of sale (POS)
  - Travel is prohibited with a P-Card. Utilize an individual Travel Card (T-Card) or Department's Control Billed Account (CBA).
  - Food merchants are prohibited from individual employee use unless an exception request is made to the State via the ULM P-Card Program Administrator to support the use of food merchants.

Cardholder's Responsibilities

- Ensure appropriate card use including not sharing or lending cards.
- Keep the purchasing card in a safe and secure location
- Make allowable and appropriate purchases
  - Personal charges are STRICTLY PROHIBITTED
- Gather and supply all supporting documentation (I.e., receipts, invoices, etc.)
- Obtain all necessary approvals (I.e., Approving Agent, Financial Manager, Grants, Foundation, etc.)
- If sales tax is charged, it is the Cardholder's responsibility to request a credit to the Cardholder's account
- Ensure orders are only shipped to a University address.
- Receive and inspect orders
- Receive individual monthly paper statement from Bank of America, or electronically
  - This is not a bill
- Cardholder should mark the Index and Account, as well as Activity (E.g. CV19) if applicable, on documents prior to submittal to the Purchasing Office, and it must be approved by your Department Head
- Surrender the card upon termination of employment, or upon request of the next-level supervisor, Department Head, or P-Card Administrator
  - Bring the card, along with the Purchasing Exit Form, and Employment Checkout Form (if exiting from ULM), to Purchasing for card receipt and destruction
- See policy for ULM P-Card Policy for full list of responsibilities

Vendors' Tax Exempt Account Numbers

Home Depot * – Tax Exempt Account Number: 5511616

Lowe's * – Tax Exempt Account Number: 30150029

Office Depot * – Tax Exempt Account Number: 36087878

Walmart * – Tax Exempt Account Number: 192118
Walmart has a hotline that you can call on the spot to verify that our tax ID number is valid and that a card does not need to be presented: Hotline: (888) 899-7267 || Mon-Fri. 7AM-5PM CT

* If any cardholder encounters problems using these numbers, please contact Brenda Myers at 225.342.8039 or via email to *brenda.myers@la.gov*

Sam's Club – Tax Exempt Account Number: 101 59100 918048570
Note: You can NOT use your personal Sam's membership card and your P-Card to make tax-exempt purchases. You must use the ULM membership account and your P-Card.

Go to https://www.ulm.edu/purchasingoffice/basics.html for more information

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*** PLEASE NOTE THAT THESE TAX EMEMPT NUMBERS ARE ESTABLISHED FOR THE STATE OF LOUISIANA AND NOT ULM SPECIFICALLY**

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Examples of Split Transactions

- A Cardholder has a single transaction limit (STL) of $2,500 and wishes to purchase similar or complementing items with a total cost of $3,000. The sale is divided into two (2) transactions of $1,800 and $1,200. This is considered a split transaction to avoid the STL and is not allowed.
- A Cardholder has a STL of $2,500 and wishes to purchase an item with a total cost of $3,500. The Cardholder makes arrangements with the vendor to pay $2,500 one day, and the remaining balance the next day. This is considered a split transaction and is not allowed.
- A Department wishes to purchase an item or complementing items with a total cost of $4,500. Two Cardholders with a STL of $2,500 each within the same department use their cards to purchase the item(s) and two transactions occur (one on each card) for the purchase. This is considered a split transaction and is not allowed.

Receipts

- Original receipts must be submitted; Handwritten receipts are NOT acceptable
- Enter a Description on each Receipt when uploading to Works
- If you misplace a receipt, contact the vendor to a get a replacement receipt – this is the fastest and easiest method
- If you cannot obtain a replacement receipt, complete a Missing Receipt Form, which is located on the P-Card section of the Purchasing page: www.ulm.edu/purchasingoffice/pcard.html. Multiple uses of the form in a fiscal year will result in suspension of card privileges.
- Receipts must have detailed purchase information, E.g., date of purchase, vendor name, description of item(s), quantity, unit price(s), total, and NO LOUISIANA TAXES
- Receipts on photo static paper (E.g., typical receipt from a retailer)
  - Should not contain writing or high-lighting - this makes reading it difficult, even after a very short period of time
  - Must be taped to a full sheet of paper, trying not to place the tape over sections of the receipt text that contain the purchase details - this makes reading it difficult, even after a very short period of time
  - Make a copy of the full sheet of paper
  - Attach the original taped to the paper, and the copy, to the statement
- For pre-authorized food purchases, a sign-in sheet or flyer must be uploaded and attached along with the receipt.

Returns & Credits

- The Cardholder is responsible for contacting a vendor immediately and arranging a return for replacement or credit
  - Do NOT accept cash or store credit in lieu of a credit back to the P-Card
  - Request credit receipt or slip, upload to the transaction in Works, and attach to Statement
  - In Works, allocate the credit to the same Index and Account as the original charge
  - In Works, use Comments on the related debit and credit transactions to link them together
  - Please note that the credit may appear on a future statement so proper documentation is necessary to make sure the credit is issued and documented fully

Other Important Information

- P-Card is to be used for official ULM business only
- Will NOT affect your personal credit
- Violators of policies and procedures will be subject to disciplinary action
- CAUTION VIOLATIONS:
  - Personal or unauthorized purchases
  - Split purchases
  - Alcohol

- Failure to comply with all P-Card policies are procedures may result in the following:
  - Payroll deduction
  - Account suspension/deactivation
  - Permanent loss of the card
  - Notification to administration, internal audit, University police, and other
  - Possible employment suspension or termination
- Your P-Card is NOT tied to Your Budget
  - It is the responsibility of the Cardholder to verify sufficient funding exists in the specified budget and expenditure code PRIOR to initiating the P-Card transaction

Can I Use My P-Card to Purchase That?!?

NO	YES
Alcoholic Beverages	Books & Subscriptions
Auto Rentals / Leases	Institution Memberships
Capital Outlay / Computers (707000's)	Mail Transportation Services
Cash Advances or Wire Transfers	Materials & Supplies
Cell Phones	Office Supplies
Clothing (exceptions for uniforms – preapproved)	Scientific & Lab Supplies
Consultants and Speaker Fees/Honorariums	* The only food purchases that are authorized for purchase with the P-Card are those that have been granted prior approval by the State via the Program Administrator as needed.
Controlled Substances (prescription drugs, narcotics, etc.)	
Entertainment Costs (ski tickets, tours, etc.)	
Food / Meals *	
Gifts / Gift Cards / Gift Certificates	
Personal Purchases	
Postage Stamps	
State Contract Purchases (purchases must be reported to the State)	
Travel & Travel-related Expenses	
Water (for personal or office consumption)	
1099 Reportable Vendors	

Cardholder Regular Activities in Works

All Cardholders must login to Works at least weekly to:

- Review transactions in Works
  - Match amount and vendor to receipt; Ensure no LA taxes were charged
- Enter comments and/or item description for each transaction
- Upload detailed, original receipts, sign-in sheets (when applicable), and additional approvals (when applicable)
- Add account codes to the GL segments
  - GL01 = Index
  - GL02 = Account
  - GL03 = Activity (E.g., CV19)
- Electronically sign-off on each transaction
  - Transaction is then sent to Approver in Works to review and sign-off
  - Credit balance is refreshed once signed-off by Approver

Cardholder Monthly Statement Activities

- Review all transactions and match to transactions in Works
  - Match amount and vendor on paper statement and receipt; Ensure no LA taxes were charged
- Cardholder and Approver both sign front page of statement
- Pull Billing Cycle Log from Works, print, sign; Cardholder & Approver both sign
- Attach all detailed, original receipts for charges and credits, sign-in sheets (when applicable), and additional approvals, E.g., Financial Manager, Principle Investigator, etc. (when applicable)
- Note the Index and Account codes on the statement and receipt for each transaction
- Tape photo static and/or undersized paper receipts to full sheet of paper, make a copy, and attach the original and the copy to the statement
- Return everything to Chelsea Carter, P-Card Program Administrator, by the **26th of each month**

Cardholder Transaction Sign-off in Works

- Log into Works: https://payment2.works.com/works/home
- Click on Sign Off Pending Transactions from the home page Action Items field
- Open the Transaction drop-down menu by hovering over the Transaction Number
- Click on Allocate / Edit to update the GL fields
- Click on Manage Receipts. Add the receipt by clicking Add, then New Receipt. Upload the receipt adding the date of the receipt and a description of the purchase, then click OK.
- After allocating, adding the receipt and description, sign-off either using the drop-down menu for each transaction, or by placing check marks next to all of the completed transactions and clicking Sign Off at the bottom of the page

Approver Transaction Sign-off in Works

- Log into Works: https://payment2.works.com/works/home
- Click on Sign Off Pending Transactions from the home page Action Items field
- Open Transaction drop-down menu by hovering over the transaction number
- Click on Allocate / Edit to update the GL fields, if applicable
- Hover over the transaction number and click on View Receipts, click PDF, click Open. Review the receipt and supporting documentation and make sure it matches the transaction, and it is an approved purchase for business purposes. Click Close.
- If everything is correct, Sign Off on the transaction by hovering over the transaction or checking the box next to the transaction, and clicking Sign Off
- If changes need to be made, click Flag Transaction and indicate what information needs to be corrected or added. Flagging a transaction will send it back to the cardholder's queue to be corrected and signed off again. He/she will NOT see an email notification of the flag, however, they will see flagged transactions when they sign into Works next time.

Important Dates: 5th, 12th, 26th

- 5th: Billing Cycle closes on the 5th of every month
  - Electronic Statements are available for download from Global Card Access on the 6th
- 12th: Statements should be received by the Cardholder by the 12th of the month – if you do not receive your statement by then, contact Kelly Moravek
- 26th: Hardcopy delivered and tasks completed in Works
  - All original, signed statements, with Purchase Log signed by Cardholder and Approver, receipts, and supporting documentation delivered to Kelly Moravek in Purchasing
  - All receipts and supporting documentation uploaded, allocations completed, and Cardholder and Approver approvals completed in Works
- Statements not received by the 26th of the month may result in card cancellation

Purchasing Contacts

- **Rose Joseph**
  - Procurement Casual Wages
    (Bids, General Procurement)
  - Phone: 318.342.5205
  - Email: joseph@ulm.edu

- **Chelsea Carter**
  - Procurement Specialist
    (P-Cards, Vendor setup, Gas Cards, Bids, General Procurement)
  - Phone: 318.342.5211
  - Email: chcarter@ulm.edu

- **Beverly Word**
  - Procurement & Contract Coordinator
    (Contracts)
  - Phone: 318.342.5209
  - Email: word@ulm.edu

- **Shakeya Peters**
  - Procurement Manager
    (Public Works ,Complex Bids , Check Requests)
  - Phone: 318.342.5208
  - Email: rodgers@ulm.edu

- **Cheri Perkins**
  - Director of Purchasing
    (P-Cards, Contracts, RFP's)
  - Phone: 318.342.5210
  - Email: perkins@ulm.edu

Questions?

thank you