



## Purchasing Department

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### Purchasing Basics

The following purchasing basics are intended to summarize general guidance in making purchases for the University.

- Procurement purchases over \$30,000 will require quotes or must be competitively bid.
- Regardless of funding source (E.g., state, grant, foundation), if the purchase and/or payment goes through Purchasing and/or the Controller's office, state procurement rules must be followed.
- No LA Sales Tax. It is your responsibility to notify the vendor that ULM is a tax exempt agency. Click [here](#) for vendor specific processes to make a tax exempt purchase.
- Late Fees should not be assessed to the state except in accordance with La. R.S. 39:1695.
- No food or beverages for general consumption.
- No Gift Cards/Certificates.
- All capital purchases of a single item with a value of \$1000 or more, should be allocated to the proper account to ensure tagging by property control.
- No Alcoholic Beverages.
- Original itemized receipts are required for payment or reimbursement
- Ensure available funding and proper approval prior to purchase.
- If funding is not available at the account level, a budget transfer must be sent to the Budget Office prior to purchase.
- Obtain all necessary approvals on Check Requests and Change Orders prior to submitting to Purchasing.
- Purchases must be received, invoiced, and paid within the same Fiscal Year.
- When entering a Requisition in Banner, it is important to note that the Transaction Date will determine the Fiscal Year for which the transaction will be reported.
- All purchases are for authorized university use only (not for personal use).
- All contracts should be prescreened by Purchasing to ensure compliance with state required verbiage.
- Contracts can only be signed by authorized University signature. (see Purchasing website for authorized signers)
- Contracts should not auto-renew.
- If travel is part of a contract, the travel must be in compliance with PPM49 travel regulations.
- No Advance Payments.
- Personal, Professional, Social, and Consulting Services ([PPCS](#)) require a contract and may require a competitive RFP process above certain dollar thresholds.
- When drafting a contract, always use the most current contract template available on the Purchasing [website](#).
- Vendors working onsite may be required to sign a Worker's Comp and Indemnification release form and provide the University with a Certificate of Insurance.
- Purchase from [State Contracts](#) when available, but note that some state contracts still require competitive quotes to be obtained.
- Include a vendor number on all check requests. If you have a new vendor, please send the vendor's w9 to [Chelsea Carter](#) for Vendor Number assignment.
- Technology quotes should be obtained through [Gabe Roncal](#) in the IT Department to ensure device compliance with University standards.

# #TAKEFLIGHT