



Policy # 57003

OPEN PURCHASE ORDER POLICY

Effective Date: July 1, 2018

Revised Date: August 28, 2018

Responsible Office: Purchasing Office

Division: Finance Division

I. PURPOSE/OBJECTIVE

The purpose of this policy is to outline the procurement and expenditure process for Grambling State University (GSU) in accordance with the State of Louisiana, Office of State Purchasing, and federal guidelines. The goal of this policy is to ensure university employees develop and implement sound procurement practices in accordance with executive policy and legislative mandates, and to provide quality and timely services to Grambling State University and vendor communities.

This policy is meant to provide an overview of policies governing procurement activity at Grambling State University. A comprehensive explanation of Louisiana procurement rules can be found in the State of Louisiana, Division of Administration's *Office of State Purchasing Procurement Handbook*, which can be found at: <http://www.doa.louisiana.gov/osp/agencycenter/procurementhandbook.pdf>

II. AUTHORITATIVE REFERENCE

State of Louisiana, Title 34 Government Contracts, Procurement and Property Control Part I. Purchasing Subpart 1. Central Purchasing Procedures; Louisiana Revised Statutes LR 21:566.

III. STATEMENT OF POLICY

Effective July 1, 2018, the University will no longer issue departmental Open Purchase orders (OPO). Departments must obtain purchase orders outlining the item or service being procured. OPOs will be issued for ongoing mandatory operational expenditures that cross-departmental line to encumber funds and prevent budgetary spending. Examples are, but should not be limited to utilities, bid advertisements, annual insurance premiums, postage, and printing of the Gramblinite.

IV. GENERAL GUIDELINES FOR PROCUREMENT

An OPO can be issue for situations that fall outside the scope of what the statute of Louisiana qualifies as an emergency. In this instance, the OPO must have a written justification and must be approved by the VP for Finance and Administration. If the OPO request is by another Vice President, it must be approved by the VP for Finance and Administration and the University President.