



PURCHASING DEPARTMENT
403 MAIN STREET | GRAMLING, LA 71245
O 318.274.4354 | F 318.274.3290

Purchasing Basics

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

- Procurement purchases over \$10,000 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 Sales Tax. It is your responsibility to notify the vendor that GSU is a tax exempt agency. Click [here](#) (**Attached link for the tax exempt forms**) 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, nor cash awards.
- All capital purchases of a single item with a value of \$1,000 or more should be allocated to the proper account to ensure tagging by property control.
- No alcoholic beverages or controlled substances.
- 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 must be prescreened by Purchasing to ensure compliance with state required verbiage.
- Contracts can only be signed by authorized University signature.
- Auto renewal language in contracts is not permissible.
- 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](#) (attached this to our webpage).
- 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](#) (attached this link https://www.doa.la.gov/pages/osp/contracts_index.aspx) when available, but note that some state contracts still require competitive bids (E.g., LAPS contracts require at least 2 competitive quotes when the price exceeds \$25,000).
- Include a vendor number on all check requests. If you have a **NEW** vendor, please send the vendor's W9 to the Purchasing Department for Vendor Number assignment.
- Technology quotes should be obtained through [Karla Atwater](#) (attached email atwaterk@gram.edu) in the IT Department to ensure device compliance with University standards.