Understanding the Purchasing Process

Presented by:
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COMPONENTS OF PURCHASING

- IFB / RFQ
- Vendors
- GSU Purchasing Policy
- Requisitions
- Purchase Orders
- State Procurement Laws
- State Procurement Laws
Small Purchase Procedures
and
Guidelines for the Purchasing Process

- The key to completing the purchasing process in a timely manner requires serious planning. It is very important that each requisitioning department plan in advance, taking into consideration when items are needed, when a certain event or function will take place, and the amount of time required to properly process a purchase requisition from beginning to end.

- Submitted requisitions must contain complete vendor name, address, phone, fax numbers and a valid e-mail address.

- Submitted requisitions must contain complete description of items being purchased; such as: Item number(s), brand name, color, size, dimensions, etc.

- Department Head must verify that funds are available in the budget prior to approving the requisitions online.
Purchases ≤ $5,000

NO COMPETITIVE PROCESS REQUIRED

1. Obtain vendor quote

2. Must get requisition approved
   • (Forward quote to Purchasing)

3. Electronic/online approvals required

4. P.O. issued by Purchasing Department

5. A/P, Receiving, and Department copies of P.O. delivered via e-mail

6. Vendors’ copy of P.O. is sent by the Purchasing Department via e-mail or fax

7. Payment – Invoice – Receiving Report to A/P

Important Note:

1. Invoice splitting is a violation of bid laws
2. **DO NOT** forward department copies of P.O.’s to vendors, as this can result in duplicate shipments to the university
Purchases > $5,001 – ≤ $20,000

3 Bona Fide Bidders Required

- Must secure funding by submitting a requisition for approval
  - Please be sure that your budget coding is correct
- Telephone/fax quotes/Email
  - Forward quotes to the Purchasing Department
- Electronic/online approvals required
- P.O. issued by the Purchasing Department

**Important Note:**

1. Invoice splitting is a violation of bid laws

2. **DO NOT** forward department copies of P.O.’s to vendors, as this can result in duplicate shipments to the university
Purchases > $20,001 ≤ $30,000

5 Bona Fide Quotes Required

• Must secure funding by submitting a requisition for approval
  • Please be sure that your budget coding is correct
• Fax or e-mail quotes are acceptable
  • Forward quotes to the Purchasing Department
• Quotes – minimum of 3 working days
• Electronic/online approvals required
• P.O. issued by the Purchasing Department

Important Note:

1. Purchasing Department personnel will solicit additional bids and/or quotes as needed

2. DO NOT forward department copies of P.O.’s to vendors, as this can result in duplicate shipments to the university
SEALED WRITTEN BIDS REQUIRED

Required Advertisement in newspapers:
- Ruston Daily Leader and The Advocate in Baton Rouge/New Orleans
- Advertise a minimum of 21 working days

Required to be posted on State Purchasing Website (LaPac) by Purchasing Department
- 21 days required for process
- Submit online requisition
- Electronic approvals required
- P.O. issued – after award

DO NOT forward department copies of P.O.’s to vendors, as this can result in duplicate shipments to the university
Lab Equip & Supplies ≤ $25,000

**NO COMPETITIVE PROCESS REQUIRED**

- Obtain vendor quote
- Submit online requisition
  - Forward quote to the Purchasing Department
- Electronic/online approvals required
- P.O. is issued by the Purchasing Department

**Important Note:**

1. Purchasing Department personnel will solicit bids and/or quotes as needed
2. **DO NOT** forward department copies of P.O.’s to vendors, as this can result in duplicate shipments to the university
NO COMPETITIVE PROCESS REQUIRED

- State Contract Purchases
- Bookstore Purchases
- Sodexo Purchases
What is a special meal?

Special Meals are meals consisting of two or more people. Meals where one of more people entertain a job candidate or invited guest, or an employee working meeting where a meal or refreshments are served are considered Special Meal.

Examples of a Special Meal include:

- Visiting Dignitary
- Executive Level Persons from other Governmental Units
- Working Meals
- Agency Sponsored Conferences
- Job Candidates or Interviewees
- Student Events
- Fee-Based Events

(Louisiana State Travel Regulations PPM 49, Section 1509-1510.)
Special Meal Rates

Allowances for Special Meals Per our Demographic are as follows:

• Breakfast - $13 per person
• Lunch - $15 per person
• Dinner - $26 per person
• Refreshments - $5 per person
• Tips must be reasonable and not exceed 20% 

(Louisiana State Travel Regulations PPM 49, Section 1509-1510.)