Exceptions to Pre-Authorization from the Purchasing Office

Items to be processed directly by the Accounts Payable Department include the following:

PERSONAL REIMBURSEMENTS

Personal reimbursements should be used ONLY for unavoidable or emergency situations and should not be used as an alternative to the Purchase Order process with vendors who provide us with credit terms and sales tax exempt status. Amounts may not exceed $1000. Laptop computer or like electronic devices cannot be reimbursed.

TRAVEL EXPENSES

A TRAVEL EXPENSE VOUCHER should be submitted to Accounts Payable. Instructional Support can be found at the Travel Reimbursement website (http://financialservices.uno.edu/travel/).

REQUESTS FOR PAYMENT OF HONORARIA

Submit a REQUEST FOR PAYMENT OF HONORARIUM/CONTRACTUAL SERVICE FORM to Accounts Payable. (The submission must be in accordance with AP 10.2.)

PAYMENT OF CONTRACTUAL SERVICES

The Office of Financial Services and/or the Office of Research and Sponsored Programs will assist departments with the preparation of contracts for professional, personal or consulting services. For payment submit a REQUEST FOR PAYMENT OF HONORARIUM/CONTRACTUAL SERVICE FORM with an original invoice attached. (The submission must be in accordance with AP 10.8.)

CHECK REQUESTS

The following items should be handled on a Check Request form:

- Reimbursements.
- Refunds, deposits, summer camps, etc.
- Fees (Accreditation, certification, affiliation, etc.)
- Subscriptions (for one year only)
- Conference Registration fees (when prepaid to the conference agency: REIMBURSEMENTS of registration fees should be done on a travel voucher.)

Items to be processed directly by Accounting Services

INTERDEPARTMENTAL PURCHASES

A completed INTERDEPARTMENTAL TRANSFER form should be submitted to Accounting Services. The form is located at:

http://forms.uno.edu/PDF/Financial%20Services/Transfer%20Form.xls

Purchase Order Changes

If for any reason a change to a PURCHASE ORDER is needed, your should not communicate directly with the vendor. An email must be sent to the Purchasing Office so that a formal CHANGE ORDER document can be issued to change the University’s commitment to the vendor, and if applicable, change the amount encumbered against the account number. Items should not be returned or exchanged until the CHANGE ORDER is completed and authorization is received from the vendor.

Insurance Requirements

ALL VENDORS ENGAGED IN THE PERFORMANCE OF WORK ON ANY KIND ON CAMPUS MUST PROVIDE PROOF OF INSURANCE TO THE PURCHASING OFFICE PRIOR TO BEGINNING ANY WORK. THE COST OF THE WORK INVOLVED DOES NOT AFFECT THIS REQUIREMENT.
All commitments of University funds require pre-authorization from the Purchasing or Accounts Payable offices. The Accounts Payable office processes payments for items listed on their website. Some of these are described in the “Exceptions To The Need for Pre-Authorization from the Purchasing Office” section. Approvals processed through the Purchasing Office are submitted via the online Purchase Requisition process. Approvals processed through the Accounts Payable office are submitted with the appropriate form located on their website. http://financialservices.uno.edu/acctg_services/acreb_payable/.

Purchases of $999.99 or less (including shipping and other charges)

These purchases are exempt from competition and will be assigned a Verbal Purchase Order. Please complete the online Purchase Requisition form, print it, obtain signatures and submit to the Purchasing Office along with the quote from the vendor. The Purchasing Office will place the order with the vendor for you.

Purchases between $1,000 and $5,000 (including shipping and other charges)

These purchases are exempt from competition and will be assigned a Purchase Order. Please complete the online Purchase Requisition form, print it, obtain signatures and submit to the Purchasing Office along with the quote from the vendor. The Purchasing Office will place the order with the vendor for you.

Purchases between $5,000 and $15,000

These purchases require competitive phone quotes with a few exceptions as noted under the “Exceptions to the need for Competitive Bidding” section. The telephone quotation sheet (located on the Purchasing SharePoint site) should be completed with a verbal quote from at least three vendors. One of the vendors must be from the Hudson Initiative list published by the Louisiana Department of Economic Development. The list of vendors is provided on the state purchasing website (http://doa.louisiana.gov/cope/ceev.htm). Electronic versions of the telephone quotation sheet and the quote from the winning vendor should be attached to the online requisition comments section. (Note: Hard copies of documents can be scanned to create an electronic copy for attachments.)

Purchases over $15,000

The purchase requisition submitted should list specifications for the goods or services requested in the comments section (a copy of the specifications may be attached). The Purchasing Office will issue an Invitation to Bid for these purchases to at least five potential vendors, two of which must be from the list of certified small and emerging businesses (SEB). The length of time required for the bid process will be influenced by the following three factors:

**BID PREPARATION TIME**
The time required for this phase can be reduced by assistance from your department.

Complete specifications must be prepared for the products and/or services requested – a process usually requiring the input of the end user. If the department does not have a prepared specification, it is very helpful for the end user to highlight vendor specifications, product bulleteches, websites, or quotes to indicate which of the features are essential. (Note: Electronic copies of these documents are always helpful and save data entry time in most cases.) Providing a list of potential bidders on the products or services including the name, address, voice/fax numbers and email addresses will also help to expedite the process. The Purchasing Office can locate potential vendors; however, it will require research in many cases which may add to the time required to complete the bid invitation.

**BIDDING TIME**
The time allowed for vendors to respond will depend on the total cost of the purchase.

$15,000 - $25,000

The Invitation to Bid may be faxed to the vendors who may in turn fax their responses to the Purchasing Office. The time period from the issuing of the Invitation to Bid to the bid opening will be at least three working days. Complex bids (e.g. requiring samples to be submitted) may need to be handled as a mailed bid and require a longer time.

$25,000 and greater

The Invitation to Bid must be mailed to the vendors who must return the original completed bid by mail or in person to the Purchasing Office. The bid must be advertised in the Morning Advocate and the Times Picayune newspapers as well as the LePAC state purchasing website in the open solicitation section. The time period from the appearance of the advertisement to the bid opening will be at least 21 calendar days. This may be reduced to 14 calendar days with a written justification from the department.

**AWARD PREPARATION TIME**
The time required from the opening of the bids until the issuance of the Purchase Order will depend on factors such as receiving approval for award from the department, obtaining any required insurance certificates from the vendors, etc.

**STATE CONTRACTS**

Items on State Contracts can be purchased without competitive bidding regardless of the cost. The State Contract number and line number of each item must be in the comments of the requisition. State Contracts can be viewed on the internet at https://ecat.doa.louisiana.gov/ecat/external/search/externalSearch.sdo. Some commodities involving a purchase of $25,000 or more will require a comparison of state contracts.

**SOFTWARE ($100,000 AND LESS)**
Purchases of software up to $100,000 are exempt from competition. Software and hardware maintenance under $100,000 do not require competitive bidding. For software and hardware maintenance over $100,000, contact the Purchasing Office prior to submitting a purchase requisition. Any written agreement or contract must be signed by an individual in the Purchasing Office with authority to sign University Contracts. Virus protection software and some Microsoft products are available through campus site licenses. Check the UCC website or contact the Purchasing Office for details.

**PUBLICATIONS OR COPYRIGHT MATERIALS**

Purchases over $5,000 and $15,000

These purchases require competitive phone quotes with a few exceptions as noted under the “Exceptions to the need for Competitive Bidding” section. The telephone quotation sheet (located on the Purchasing SharePoint site) should be completed with a verbal quote from at least three vendors. One of the vendors must be from the Hudson Initiative list published by the Louisiana Department of Economic Development. The list of vendors is provided on the state purchasing website (http://doa.louisiana.gov/cope/ceev.htm). Electronic versions of the telephone quotation sheet and the quote from the winning vendor should be attached to the online requisition comments section. (Note: Hard copies of documents can be scanned to create an electronic copy for attachments.)

**SOFT SOURCE / PROPRIETARY**

Purchases may be exempt from competitive bidding if Proprietary Specifications can be justified (Reasons why no other brand or model can be used for this application) and the manufacturer confirms in writing that the vendor is a “Soft-Source” (That this item must be purchased directly from the vendor and they have no other marketing

**Exceptions Allowed with Limited Competition**

The following items require telephone quotations from at least three vendors, where feasible, even when amounts are in excess of $15,000. Submit the telephone quotation sheet along with the written quote from the vendor or a memo documenting why three quotes cannot be obtained. One of the quotes must be from a vendor on the list of Small and Emerging Businesses (SEB) or document why this is not possible.

- Facilities for Meetings and Conferences: If the facility selected requires use of in-house catering, photography, audio visual or other services, these may be purchased from the facility. However, if the facility does not have such a policy, the purchase of these services must follow normal competition regulations based on cost.
- Air and Bus Charters