

LOUISIANA DELTA COMMUNITY COLLEGE

PURCHASING DEPARTMENT

PURCHASING RULES & REGULATIONS

August 2010

PURCHASING DEPARTMENT'S RESPONSIBILITIES

- Assist faculty and staff in obtaining product or vendor information
- Assist faculty and staff in completing purchase requisitions
- Procurement of all goods and services

PURCHASES UNDER \$5000

- Prepare & submit purchase requisition to department head and then to Vice Chancellor of Finance for approval
- Purchasing places order
- Purchasing receives order & contacts end user to pick up and sign for order
- Purchasing submits completed requisition with invoice to Accounting for payment processing

INVOICE SPLITTING

Splitting an invoice to avoid the bid process is a violation of bid laws.

PURCHASES \$5000 - \$15000

- Prepare & submit purchase requisition to department head and then to Vice Chancellor of Finance for approval
- Purchasing obtains three faxed or email quotes and awards order to lowest bidder
- Purchasing receives order & contacts end user to pick up and sign for order
- Purchasing submits completed purchase order with invoice to Accounting for payment processing

PURCHASES \$15000 - \$25000

- Prepare & submit purchase requisition to department head and then to Vice Chancellor of Finance for approval
- Purchasing obtains five written quotes and awards order to lowest bidder
- Purchasing receives order & contacts end user to pick up and sign for order
- Purchasing submits completed purchase order with invoice to Accounting for payment processing

PURCHASES MORE THAN \$25000

- Prepare & submit purchase requisition to department head and then to Vice Chancellor of Finance for approval
- As required by law, Purchasing submits request for sealed bids through Office of State Purchasing LAPAC program and through advertising in local and state approved newspapers
- A minimum of 21 days is required for bid process
- Purchasing opens and reads sealed bids and completes formal bid process before awarding order to lowest bidder
- Purchasing receives order & contacts end user to pick up and sign for order
- Purchasing submits completed purchase order with invoice to Accounting for payment processing