St. Charles Parish

President's Office

Purchasing Procedures

PURCHASING PROCEDURES

FOR THE

PARISH OF ST. CHARLES

Re 09/02/03
Re 09/11/03
Re 04/11/07
Re 04/06/09
Re 08/15/09
Re 10/28/09
Re 11/13/09

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Goals of Purchasing

The Purchasing Office of St. Charles Parish shall have two major goals. The first goal is a responsibility to St. Charles Parish Personnel to procure necessary items and equipment as they are needed. The second goal is to protect the investment of the taxpayer by purchasing quality items at the best possible price within the guidelines of the Louisiana Public Bid Law and the Parish Purchasing Procedures.

Related Objectives

1. To maintain procedures that will ensure that both quality and price are considered in the purchasing process;

2. To set up a purchase order system that will serve as a contract between the Parish and vendors assuring that the Parish will receive the quality and quantity of materials ordered while assuring the vendor of satisfactory compensation;

3. To maintain procedures that will ensure that materials received meet the specification as outlined in the purchase order and that those materials are in satisfactory condition;

4. To maintain procedures that will ensure the prompt payment for materials that have been received in proper order;

5. To maintain appropriate lists of eligible vendors, both local and out-of-parish;

6. To maintain procedures for obtaining quotes and bids that will assure the best prices available for specified materials and also guaranteeing that State Bid Laws and Parish Purchasing Procedures are followed;

7. To maintain records to adequately support that the Parish Purchasing Procedures are being followed.

PURCHASING PROCEDURES

In order to maintain adequate control over expenditures, the Purchasing Officer, Purchasing Agent, or their designee, will be the only persons allowed to issue purchase orders for everyday expenditures. When goods or services are desired, a purchase requisition will be filled out and sent to the department director or designee for approval who will forward the purchase requisition to the purchasing office for action. No purchase order will be issued without a properly executed requisition form, except under emergency situations. If the requisition form is not filled out properly, it will be returned for proper execution.

I. Purchase Requisition Preparation

Procedure:

Requestor: A. Obtain requisition forms from Purchasing Office.

B. Complete form as follows:

1. Vendor (if known);
2. Department Code Number;
3. Department;
4. Date;
5. Quantity;
6. Complete description w/serial or catalog number (if possible);
7. Price (estimated if possible);
8. Delivery point;
9. Department Head Approval (or designee);
10. Signature of person making requisition.

C. Distribute copies as follows:

1. First copy to Purchasing Office;
2. Second copy to Department Director.

II. Telephone Procedure:

In cases where goods and services are ordered by requestor and purchase order received by phone, a purchase requisition will be filled out and the following information will be given to the Purchasing Office. No purchase order will be issued without a requisition number and proper approval.

Procedure:

Requestor:

A. Name of vendor;
B. Requisition number;
C. Requisitioner;
D. Department Code;
E. Quantity;
F. Description of items purchased;
G. Approved by;
H. Complete requisition and forward copy to Purchasing Office (mail or fax).

III. Purchase Order Preparation

The purchase order is used to initiate and control purchases. It is used so that effective managerial control over parish resources is maintained. All purchase orders must be coordinated by the Purchasing Officer/Purchasing Agent or designee, who will oversee bid solicitation and sign purchase orders. Purchase orders are required for services and materials except those listed on Attachment #1 or those which are awarded by formal contract.

Procedure:

Purchasing Office:

A. Receives requisition from department director or designee desiring goods and/or services;
B. Approve requisition as to form and completion;
C. Obtain prices on item as necessary (See #V & #VIII);
D. Obtain bids if required;
E. Issue purchase order;
F. Compare vendor's invoice with purchase order for correct quantities and prices;
G. Attach requisition to purchase order;
H. Prepare invoices for payment.

IV. Receipt of Goods

Procedure:

Receiver:

A. Check goods for correct quantity and quality;
B. Compare goods to purchase order;
C. Report any discrepancies to purchasing office;
D. Sign and date delivery ticket and note any discrepancies;
E. Send delivery ticket to Purchasing Office.

V. Purchasing by Bids

A. Material & Supplies

Whenever the estimated cost of materials and supplies go above $30,000.00, it is mandatory that public bids be received before the item can be purchased in accordance with the Louisiana Public Bid Law. However, if the item may be acquired at the state bid price, on a state contract, public bids may be omitted. The state contract number shall be placed on the purchase order.

B. Contract Limits / Material, Labor and Equipment Combined

Whenever the estimated cost of Public Works contracts (for all Departments) for material, labor, and equipment combined does not exceed $150,000.00 per project, proposals shall be obtained by the Purchasing Office upon receipt of written specifications.

Whenever the estimated cost of Public Works contracts (for all Departments) for material, labor, and equipment combined exceed $150,000.00 per project, it is mandatory that public bids be received, in accordance with the Louisiana Public Bid Law and Council Resolution No. 3818.

"Public Works" means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity.

VI. Equipment Purchases

The purchasing of major items of equipment such as bulldozers, draglines, trucks, automobiles, etc., requires that public bids be received before the item can be acquired; therefore, the procedures for acquiring major equipment will be different than for less costly equipment.

Procedure:

A. A department determines the need for a specific piece of equipment;

B. The department director writes to the Purchasing Office showing that the equipment is in the department's budget and request that the equipment be purchased. This memo should be accompanied by any specifications that the director may have for the requested equipment;

C. Upon approval, as to form, the Purchasing Office shall authorize the advertisement for bids;

D. The Purchasing Office and the department director examine all bids received and awards the bid to the lowest responsible bidder meeting all bid specifications;
E. The Purchasing Office issues a purchase order;
F. When the equipment is received, the Purchasing Office compares vendor's invoice with bid for correctness;
G. The appropriate department director or his designee inspects the equipment and if the equipment is in accordance with the specifications, the department director approves the invoice by appropriate signature;
H. If the inspection is passed, the Purchasing Office processes payment;
I. If the inspection is not passed, the department director and Purchasing Officer/Purchasing Agent shall contact the vendor so that the discrepancies may be remedied.

VII. Other Purchases: (See Attachment #3)

In the event of other purchases where services or materials must be rapidly obtained, department directors or their designees may procure the needed items without a purchase order. It should be emphasized, however, that a true other purchase situation, such as an act affecting life, health, property, or public safety, be at hand before this purchasing power be used. The purchase should be delayed until the next working day, if at all possible.

The Purchasing Officer or Purchasing Agent shall be notified of any other purchase(s) as early as possible the next working day and the department director who made the other purchase should send to the Purchasing Office a copy of the delivery receipt or counter ticket along with a written report of the circumstances warranting the other purchase. The Purchasing Office will issue a confirming purchase order. All purchase orders shall begin with the appropriate letters followed by the year, month and day. (See Attachment #3)

VIII. Emergency Purchases

An "Emergency" defined by the State means an unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as a result of an order from any judicial body to take an immediate action which requires construction or repairs absent compliance with the formalities of this Part (LAS R.S. 38:2211.6) where the mischance or court order will not admit of the delay incident to advertising as provided in the Part.

Emergencies that exceed $30,000.00 must be declared by the Parish President and published in the official journal within 10 days thereof.

IX. Request for Quotations:

Purchases of supplies and services under $8,000.00 will not require requests for quotations. Purchases of supplies or services between $8,000.00 and $15,000.00 will require that a request for three quotations be made. These may be faxed, e-mailed or by phone, provided that a written record be made of all quotes. (See Attachment #2)

Purchases of supplies and services between $15,000.00 and $30,000.00 must have three written quotations on vendor's letterhead. If three written quotations cannot be obtained, a written explanation giving the reason must be attached to the purchase order with the department director's signature.

Regardless of purchase method, the best possible price and service should always be obtained by shopping vendors. All RFQ's should be attached to the purchase order.

X. Payment:

Since most vendors offer a discount on invoices which are promptly paid, it will be the responsibility of the Purchasing Office to make sure that every effort is made to take advantage of this discount. All invoices, packing slips, and receiving reports should be sent to the purchasing office within one working day after being received by the using department.

XI. Purchase Order File

The Purchasing Office shall maintain a copy of each order that is issued. The purchase order shall include the following:

A. Purchase order number;
B. Date of issue;
C. Vendor;
D. Type of material or services purchases;
E. Total amount of purchase order;
F. Requesting department;
G. Requisition number.

XII. The Purchasing Office shall be available to issue purchase orders from 7:30 a.m. to 4:00 p.m., on scheduled working days.

XIII. The Purchasing Office shall have the authority to not issue any purchase order which is deemed to be a violation of these procedures, until said violation is remedied.

Approved: _____ 11/13/09
V. J. St. Pierre, Jr. (Date)
Parish President

Effective:	April	08, 1981
Revised:	July	01, 1985
	August	12, 1985
	February	15, 1993
	April	21, 1993
	October	21, 1994
	November	29, 1995
	October	06, 1997
	November	23, 1999
	January	24, 2000
	November	13, 2001
	September	02, 2003
	September	11, 2003
	April	10, 2007
	April	06, 2009
	August	15, 2009
	October	28, 2009
	November	13, 2009

PROFESSIONAL SERVICES

(Includes but not limited to)

Alcohol/Drug Abuse) Testing

Auditors

Maintenance and/or Monthly Agreements

Legal Services(Lawyers)

Medical Services (Employees & Jail)

Subscriptions & Dues

Umpires

Utilities

ST. CHARLES PARISH

OFFICE OF THE PARISH PRESIDENT

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(985) 783-5000 • Website: www.stcharlesgov.net

V.J. ST. PIERRE, JR.
PARISH PRESIDENT

DATE:_____ DEPARTMENT:_____

QUOTATION FORM

VENDOR	QUAN.	DESCRIPTION	UNIT PRICE	TOTAL

NOTES:

_____

_____

Attachment #2

OTHER PURCHASES

ST. CHARLES PARISH OTHER PURCHASES/AFTER HOUR / ETC.

DATE	Other Purchases AFTER HOUR NO.	DESCRIPTION	VENDOR	PURCHASE ORDER NO.	DEPT.	NO. TYPE
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					
	09					

Number Type

ject	PJ	Flood Prep.	FP
After Hour	AH	Misc.	MS
Hurricane Prep.	HP	Holiday	HD
Workorder	WO		

Attachment #3

GLOSSARY

Bid- The process for obtaining formally submitted prices from suppliers of materials and services.

Bid Document - The complete set of documents requesting a vendor to supply prices.

Bid Tabulation - A complete listing of vendors and prices received relative to our invitation to bid.

Contract- A legal document binding parties involved to the terms of the document.

End User - The employee or department that will ultimately use a material or service requested in a requisition.

Invoice - A detailed statement from a vendor requesting payment for material delivered or services rendered.

Justification - Specific reason(s) for requesting a material or service.

Line Item on Budget - A specific line or category in the budget. Smallest budget division.

Packing List - A document usually accompanying a shipment or order that provides a detailed list of all items included in the shipment.

Purchase Order - A document authorizing a supplier to furnish materials or services.

Purchasing Office - The staff group assigned the task of carrying out the policies and procedures prescribed in this Procedure.

Quotation - The process for obtaining competitive prices from potential suppliers. The process is less formal than a bid.

Requisition- A printed form used by an employee to request materials, equipment, supplies or services.

Specification - An accurate description of material or services to be purchased.

State Bid Laws - That set of state laws establishing regulation and procedures governing purchases made by state and local governments.

Vendor - An individual or business that sells or desires to sell material, equipment or services to St. Charles Parish.