

PROCEDURE

Effective Date: March 20, 2015

Approved by:
Chief Procurement Officer

Authority: [LAC 34:XIII:525.A.36](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[PRO-U525.A](#) (*Exceptions to the Competitive Solicitation Process*)

PRO-U525.A.36 SMALL PURCHASES

This procedure applies to the procurement of goods and services which are considered small purchases. No competitive process is required. Small purchases shall not be artificially divided to circumvent the competitive solicitation process.

For single purchases that are \$10,000.01 or greater, recurring procurements, or combined purchases of like items with an aggregate cost of \$10,000.01 or greater within a consecutive 12-month period, small purchase procedures do not apply.

Important Note: **IF A MASTER CONTRACT FOR GOODS OR SERVICES EXISTS, THIS PROCEDURE DOES NOT APPLY. THE MASTER CONTRACT MUST BE USED.**

Definitions:

1. *Small purchases* - Single procurement of goods and services for which the aggregate cost does not exceed the established small purchase threshold and where a master contract cannot be used.
2. *Single procurements* – a one-time acquisition of a good or service in conjunction with the department’s established need and is not anticipated to be repeated/recurring.
3. *Recurring procurements* – Repeated purchases of goods or services in a 12-month period based on the department’s established need. Items that are of the same commodity/usage but may or may not be identical by Manufacturer, SKU or Distributor are considered ‘like’ items (i.e. single fold, multi-fold, roll and center pull are all types of paper towels) and may also be recurring.

Restrictions to Small Purchase Procurements:

1. Taggable moveable property (equipment; all items of movable property having an acquisition cost of \$1,000 or more including freight, taxes, installation and professional fees).
2. Public Works (Title 38) contracts.
3. Services of a professional, specialty, or consulting service nature (PSC) where a contract is required.
4. Services being rendered on campus in which evidence of insurance is required.

5. Services being rendered on campus in which terms & conditions and/or licensing language provided by the supplier must be reviewed (i.e. software, etc).

Important Note:

If a Supplier requires signature on an agreement, contract, or any other form, the document must be submitted to Procurement Services for review/execution prior to making the purchase.

Action by:

Dean, Director or
Department Head

Purchasing Agent
(User Department)

Action:

1. **Assigns** responsibility for small purchases to department employees and ensures that purchasing duties within department are appropriately segregated.
2. **Determines** if good/service is available on an existing master contract:
 - a. If **“YES”**, proceeds to Workday to **Create** a “punch-out” (supplier website) requisition in Workday; then, proceed to Action Step #5 below.
 - b. If **“NO”**, proceed to Action Step #3 below.
3. **Confirms** that the purchase to be made is in compliance with the small purchase guidelines above.
4. **Chooses** appropriate method to complete the order process:
 - a. **Creates** a ‘Request for Non-Catalog Items’ requisition in Workday and routes the requisition for approval, then Procurement Department processing.
 - b. **Utilizes** a Purchasing Card (LaCate) when applicable and within user limits. (See PRO-U525.A)
5. **Receives** goods or services and reconciles invoice(s) with established Accounting procedures.