



CAMPUS CORRESPONDENCE

To: Pro Auth Security Holders

Date: November 1, 2008

From: Purchasing Office

Subject: Memorandum No. PUR 09-03
Direct Charges of Non-Competitive Purchases and LaCarte Purchases
Supersedes memo PUR 04-05 dated January 15, 2004

This memorandum is issued to expand the list of commodities which may be procured without the need for a requisition or purchasing intervention.

See below for a listing of non competitive purchases that can be paid by a direct charge or via LaCarte. Unless otherwise specified, no requisition or purchase order is required, regardless of the amount of the purchase. NOTE: THIS LIST DOES NOT APPLY TO TAGGABLE PROPERTY (tangible non-consumable movable property with a unit cost of \$1000 or more and a useful life of one year or more), NOR DOES IT APPLY TO PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES CONTRACTS.

- Accreditation by Professional Societies
Procurement Authority: BJ 08-67, 5.A (11).
- Art Exhibition Rentals and/or Loan Agreements – Includes any associated costs of curatorial fees, transportation and installation. If the Vendor requires signature on an agreement or contract or any other form, the contract must be submitted to Purchasing for review and execution prior to entering into the agreement. Upon signature, the agreement/contract/or other form will be returned to the Department, and the Department may make payment as a direct charge or via LaCarte.
Procurement Authority: BJ 08-67, 5.A (32).
- Author 'Award' Payments - Nominal cash 'award' payments by LSU Press or "The Southern Review" to contributing authors for the right to publish their works.
Procurement Authority: RS 39:1597/Sole Source.
- Books &/or Copyrighted Materials DIRECT from the Publisher or Copyright Holder – Documentation confirming that the vendor is the publisher or copyright holder must be attached to the invoice or LaCarte entry submitted for payment. (This documentation can be in the form of a copy of the page of the book that depicts the publisher or copyright holder, a print out of a web page that depicts the publisher or copyright holder, etc). NOTE: this does not include purchases from retail bookstores.
Procurement Authority: BJ 08-67, 5.A (7) or (8).
- Booth Rental & Exhibitor Fees at Externally Hosted Events, Conferences, Seminars, etc. – If the Vendor requires signature on an agreement or contract or any other form, the agreement must be submitted to Purchasing for review and execution prior to entering into the agreement. Upon signature, the agreement/contract/or other form will be returned to the Department, and the Department may make the payment as a direct charge or via LaCarte.
Procurement Authority: BJ 08-67, 5.A (13).
- Equipment Moves, Equipment Repairs and Repair Parts from an Authorized Dealer or Original Equipment Manufacturer (OEM) – Documentation from the OEM, stating that the Vendor is an authorized dealer of the OEM must be attached to the invoice or LaCarte entry submitted for payment. (The documentation can be in the form of a current email, letter, or print out from OEM's website, etc. Or, the OEM can complete the PUR 525/Authorized Dealer Certification form available on our website at <http://www.fas.lsu.edu/purchasing/forms.htm>).
Procurement Authority: BJ 08-67, 5.A (1) or (2) or (3) or (30).
- Livestock Sperm and Ova
Procurement Authority: BJ 08-67, 5.A (28).

FINANCE & ADMINISTRATIVE SERVICES

Office of Purchasing

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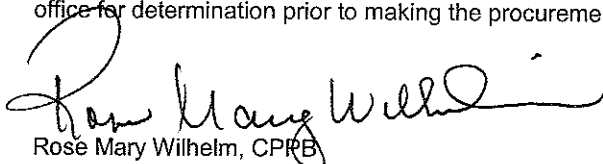
www.fas.lsu.edu/purchasing • purchase@lsu.edu

- Mailing List Rentals or Purchases
Procurement Authority: BJ 08-67, 5.A (31).
- Memberships – Both individual and institutional memberships are allowable if it can be demonstrated that the membership assists the department, faculty or staff in efficiently executing the functions and responsibilities of their job and is related to the departmental mission. NOTE: only one institutional membership in the name of the University or in the name of a University department will be permitted.
Procurement Authority: BJ 08-67, 5.A (11).
- Parcel/Courier Services – Includes Vendors such as UPS, Federal Express, Airborne Express, USPS, DHL etc. Mailing Services, located at the Copy and Mail Center, is an official United Parcel Services (UPS) station and is thereby afforded reduced rates. Departments are to process their courier mail needs through Mailing Services to achieve the savings afforded by the reduced rates.
Procurement Authority: BJ 08-67, 5.A (18).
- Postage Meter Replenishment – Limited to those Departments with University approval to meter its outbound mail.
Procurement Authority: BJ 08-67, 5.A (6).
- Prosthetic Devices, Implantable Devices, and Devices for Physical Restoration, Which are Not Covered by a Competitive State Contract
Procurement Authority: BJ 08-67, 5.A (10).
- Publication Fees – Vendor's price or fee to publish a university-authored article (such as dissertations, case studies, research findings, etc) in its professional/technical journal or publication.
Procurement Authority: BJ 08-67, 5.A (27).
- Purchases from State Budget Units and Other Governmental Agencies – "State budget units" include any and all State of Louisiana executive branch departments, divisions, offices, etc; and Louisiana public universities and community technical colleges. "Other governmental agencies" include federal, parish, or local governmental entities, and other state-owned universities.
Procurement Authority: BJ 08-67, 5.A (6).
- Refunds – Payments to the general public (non employees) for courses not taken, canceled events, overpayments, etc.
- Registration Fees for Conferences/Seminars or Educational Training for Employees – For the purpose of enhancing employee performance and/or departmental missions, programs, goals, etc.
Procurement Authority: BJ 08-67, 5.A (11)
 - Conference Registration Fees can be paid by a direct charge or via LaCarte up to \$5000. The departmental CBA is also another payment option for conference registration fees. Contact Accounts Payable and Travel for additional information.
 - Note: Does not include training programs/courses that are custom-designed by a Vendor to meet specific or unique University/Department use and criteria. Customized training is considered 'consulting services' and subject to the provisions of RS 39:1481.
- Reprint Purchases – Reprint refers only to the procurement of additional copies of a specific, published article from the original vendor or its authorized agent.
Procurement Authority: BJ 08-67, 5.A (27).
- Royalty Payments on Books – Payments to authors or their designees for books published by LSU Press or other University departments.
Procurement Authority: RS 39:1597/Sole Source.
- Royalty Payments and License Fees for Use Rights to Intellectual Property – Including, but not limited to, payments to inventors for patents owned by the University; fees paid for the use of copyrighted music or musical/dramatic productions; fees for the rights to use and/or reproduce copyrighted written or audio/visual materials. Also includes fees for trademarks, service marks, trade secrets, industrial designs, domain names, etc.
Procurement Authority: BJ 08-67, 5.A (29).

- Shipping Charges and Associated Overseas Screening and Broker Fees for International Shipments – Includes charges from a domestic origin to an international location and from an international origin to a domestic location. Procurement Authority: BJ 08-67, 5.A (17).
- Software and Software Maintenance – Can be paid via direct charge or LaCarte for products costing up to \$5000. If the Vendor requires signature on an agreement or contract or any other form, the agreement must be submitted to Purchasing for review and execution prior to making the purchase. Upon signature, the agreement/contract/or other form will be returned to the Department, and the Department may make payment for the purchase as a direct charge or via LaCarte. Procurement Authority: RS 39:199.C and D.
- Student Travel Stipends - Stipend payments by Departments to students or non-employees to encourage their participation and attendance at conferences, etc, for the purpose of defraying the attendee's associated travel expenses. Contact Accounts Payable and Travel for additional information.
- Subscriptions - To publications, journals, directories, periodicals, etc. If the Vendor requires signature on an agreement or contract or any other form, the agreement must be submitted to Purchasing for review and execution prior to making the purchase. Upon signature, the agreement/contract/or other form will be returned to the Department, and the Department may make the purchase as a direct charge or via LaCarte. Procurement Authority: BJ 08-67, 5.A (7) or (8).
- Substitute Teacher Reimbursements - Reimbursement to public/private schools (and/or their governing boards/systems) for the cost of a substitute teacher, when the absence of the school's employed teacher is for the purpose of attending or participating in a conference, etc, at the specific request of the University or a Department. Reimbursements should not be made directly to individual employees or to the University Lab School. Procurement Authority: BJ 08-67, 5.A (6).
- Utilities - Public utilities and services procured from the area's sole provider as duly authorized and singularly licensed (by the Louisiana Public Service Commission (LPSC) or other applicable parish or local governmental entity) to operate and provide services in a given area. Currently, single provider licensures in EBR Parish exist for electricity, water and sewage service providers. Payments should be processed as a direct charge or via LaCarte. Procurement Authority: BJ 08-67, 5.A (9).
 - Department needs for telephone, internet, cable and cellular services require coordination through the Office of Telecommunications, and are 'billed' as Internal Transactions.
 - Department needs for commercial waste disposal require coordination through Facility Services, Office of Landscape Services.

Please be advised that all such non-competitive procurements require the approval of the Department Head (or equivalent) or his/her formally delegated agent, and are subject to audit by the Office of Purchasing and/or Legislative Auditor. Findings of non-compliance may result in the reduction or revocation of your delegated purchasing authority; as well as your participation in, and benefit from, this Direct Charge/LaCarte procurement process.

Please distribute this memorandum internally to your appropriate staff. For your convenience, this memo is accessible on our website at <http://www.fas.lsu.edu/purchasing/memo.htm>. If you have any questions concerning this memo, please contact my office for determination prior to making the procurement transaction.



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Executive Director of Procurement Services and Property Management

C: Dr. Jerry J. Baudin
Mr. Eric Monday
Ms. Donna Torres