**PROCEDURE**

**PRO-U525.A.36 SMALL PURCHASES**

*This procedure applies to the procurement of goods and services which are considered small purchases.*

Small purchase procedures are utilized when the single procurement of goods and/or services being sought by the University are less than or equal to $10,000.

No competitive process is required. Small purchases shall not be artificially divided to circumvent the competitive solicitation process.

Small purchase procedures do not apply to single or combined procurements of like items with an aggregate cost of $10,001 or greater or recurring procurements within a consecutive 12-month period.

**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** – One-time purchase of goods and services, including the net price of all items, shipping, taxes and related fees, in conjunction with the department’s established need.
3. **Recurring Procurements** – Repeated purchases of goods and services, including the net price of all items, shipping, taxes and related fees, in a 12 month period based on the department’s established need.

**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) as defined by LSU Property Management.
2. Construction/Public Works (Title 38) purchases in accordance with PS-84.
3. Services of a professional, specialty, or consulting service (PSC) nature.
Important Note:
If a supplier requires signature on an agreement, contract, or any other form, includes terms & conditions and requires signature, 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”, skip to Action Step #4 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. **Ensures** positive efforts were made to utilize a Certified Diverse Supplier (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business), whenever possible.

5. **Chooses** appropriate method to complete the order process:
   
a. **Creates** a requisition in Workday (Punch-out requisition if available via supplier website; Request for Non-Catalog Items for all other items) and routes the requisition for approval, then Procurement Services processing.

   b. **Utilizes** a Purchasing Card (LaCarre) when applicable and within user limits. (See PRO-U525.A)

6. **Receives** goods or services and reconciles invoice(s) with established Accounting procedures.