

POLICY & PROCEDURE MEMORANDUM #47

SUBJECT: Minority Business Purchases
TO: All Policy & Procedure Memorandum Holders
EFFECTIVE DATE: February 17, 1988

POLICY: Each state agency shall purchase 10% of all goods and services from a minority business.

MINORITY

A person who is a citizen or lawful permanent resident of U. S. and is:

- A. Black - origins in any black racial groups of Africa.
- B. Hispanic - Mexican, Puerto Rican, Cuban, Central or South American or Spanish or Portuguese culture or origin regardless of race.
- C. Asian American - origin in any original people of Far East, Southeast Asia, Indian subcontinent, or Pacific Islands.
- D. American Indian or Alaskan Native - origins in any of original people of North America.

MINORITY-OWNED BUSINESS

Small business organized for profit, owned and controlled by one or more minorities. Owned and controlled - certified by Minority Office and owns at least 51% or is a corporation 51% of voting stock and control 51% of management and daily business operations.

PROCEDURE:

District managers are being mailed a Minority Business Directory which lists all minority businesses by purchasing class code. Each district manager will xerox pages which they think parks in their district might be able to purchase from.

- A. Purchases under \$250. Manager is encouraged to use minority vendors in their area.
- B. Purchases between \$250 and \$500. Bids must be obtained from three vendors listed in the Minority Business Directory. At the bottom of the Request for Prices sheet, type "Minority Business Set Aside." Only minority businesses may bid when bid out as a set aside.
- C. Purchases over \$500. If you know a minority vendor who is interested in bidding, write "Minority Business Set Aside" on requisition and send in for bidding.

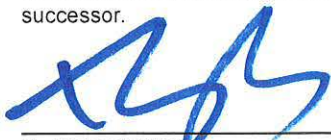
When purchases are made, one requisition with bids attached are sent in. Write in red "Minority Business" on the supplemental or requisition.

If you would like to put a vendor in the Minority Business Directory, please let the Administrative Office know and we will furnish the correct information.

ASSISTANT SECRETARY

GFG:NR:dr

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on September 18, 2025 with the understanding and acknowledgment that this PPM has been effective in its current version since February 17, 1988. By my signature below, this PPM shall remain in effect and active unless otherwise amended, replaced, or terminated by myself or my supervisor, designee, or successor.



H. Brandon Burris
Assistant Secretary