

**DEPARTMENT OF CULTURE, RECREATION, AND TOURISM**  
**Office of Management and Finance**

OMF-PPM# - PR-1

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## **COMMODITIES PURCHASING**

### **PURPOSE**

All agencies within the Department of Culture, Recreation and Tourism shall utilize the General State Purchasing criteria set forth in Title 39 of the Revised Statutes and the specific procedures included in the Louisiana Administrative Code.

### **PROCEDURE:**

#### **General**

1. The Office of State Procurement grants each agency within the DCRT a delegated purchasing authority level in accordance with La. R.S. 39:1566.
2. This purchasing authority is granted on the condition of strict adherence to the Louisiana Purchasing Laws, the Purchasing Rules and Regulations, Executive Directives, Policy and Procedure memoranda, and employee(s) purchasing education and knowledge.
3. The OMF will maintain a purchasing authority master file.
4. All purchases, regardless of amount, will have a pre-approved OnBase Purchase Request Workflow form (located on DCRT Channel Z e-forms page).

#### Exceptions to OnBase approval requirement:

- a. Utilities (gas, electricity, water, sewage).
- b. Routine vehicle maintenance and gas under \$1,000.
- c. Advertising or public relations work through a contracted agency does not require an OnBase approval, if there is an executed work order.
- d. An employee may receive pre-approval via e-mail or text for supplies and services under \$500 related to small emergency repairs or routine construction projects, with the understanding that an OnBase request will be submitted as soon as possible by the purchaser or designee. The pre-approval documentation (e-mail or text) should be attached to the OnBase request.
- e. All other exceptions will be made on a case-by-case basis in writing and with agency Appointing Authority and Undersecretary approval.

5. For monthly recurring expenditures for services one OnBase Purchase Request Workflow form should be completed for the annual amount (e.g., services for satellite cable services).
6. LaCarte purchasing cards should be used when possible for purchases under \$5,000. See LaCarte policy for requirements.

## **PURCHASES UNDER DELEGATED PURCHASING AUTHORITY (DPA)**

### **Agency**

1. Agency requests for purchase through the OnBase Purchase Request Workflow form is completed and approved based on the requirement set by each agency.
2. For purchases under \$10,000 each DCRT agency sets its own bidding requirements.

For purchases between \$10,000 and \$20,000 (or agency DPA), obtain quotes from at least three qualified vendors – when possible, include at least one certified small or veteran-owned business. Quotes may be made by email, phone, fax or other means and shall be awarded to the lowest responsive quote.

For purchases between \$20,000 and \$25,000 (or agency DPA), obtain quotes from at least five qualified vendors – when possible, include at least two certified small or veteran-owned businesses. Quotes may be made by email, phone, fax or other means and shall be awarded to the lowest responsive quote.

[jml-24-114-small-purchase-procedures.pdf](#)

The original requestor or purchasing employee receives OnBase email approval and may place the order.

3. Upon receipt of the item, the invoice and back up documentation is submitted to the Agency Budget Analyst in the OMF for payment.

### **Budget Analyst**

1. Checks for proper coding and funding.
2. Summits to the Accounts Payable.

## **PURCHASES OVER DPA**

### **Agency**

1. The agency OnBase Purchase Request Workflow form is submitted with complete specifications, quantity required, delivery, and other information sufficient for a supplier to make an acceptable delivery or bid. If on state contract, the state contract number, description, certified prices, and vendor are necessary. The cost center, GL Account, Fund, and Grant is recorded on the OnBase Purchase Request Workflow form
2. The original requestor or purchasing employee receives OnBase email approval, and may place the order if on state contract, or if not on state contract, may proceed with bidding process through the Office of State Procurement.
3. Upon receipt of the item, the invoice and back up documentation is submitted to the Agency Budget Analyst in the OMF for payment.

### **Budget Analyst**

1. Checks for proper coding and funding.
2. Submits to the Accounts Payable.

## **EMERGENCY PROCEDURES**

There are two types of emergencies – Catastrophic emergencies where the Governor declares a State of Emergency or a usual emergency brought about during the normal course of business. The existence of such an emergency creates an immediate and serious need for supplies, service, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- a. The functioning of Louisiana Government;
- b. The preservation or protection of property; or
- c. The health or safety of any person.

### **Usual Emergencies**

1. These types of emergencies are to be handled in accordance with the statutes and rules and regulations. State agencies follow La. R.S. 39:1598 and L.A.C. 34: V.1101-1111.
2. Emergency procurement shall be limited to only those supplies, services, or major repair items necessary to meet the emergency (i.e., don't purchase a year's supply of goods when the emergency only requires 2 months of goods).

3. Once an emergency is determined by the agency, information is prepared giving details of the emergency, justification, and cost. The DOA Office of State Procurement Chief Procurement Officer or their designee shall make a written determination of the basis of the emergency that includes the facts and circumstances leading to the conclusion that such procurement was necessary, as well as a written determination detailing the steps taken prior to selecting a particular contractor and the basis for the final selection. The written determination shall be included in the contract file either prior to contracting, or as soon thereafter as practicable.
4. Every effort shall be made to obtain quotations from three or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis, except for standard equipment parts for which prices are established. Immediate purchasing shall be discouraged as much as is practicable. When supplies, services, or major repairs are urgently required, and time does not permit the obtaining of written quotations, the procurement officer may obtain quotations by telephone or otherwise, but such quotations shall be made on the relative purchase requisitions. So far as practicable, quotations shall be secured from institutions of the state as provided by law. Any offer accepted shall be confirmed in writing.
5. A record of the emergency procurement shall be maintained and include the following:
  - Each contractor's name and phone number;
  - The amount and type of each contract;
  - A listing of the supplies, services, or major repairs procured under each contract;
  - The identification number of each contract file.

The record of emergency purchases for the previous fiscal year shall be submitted to the legislature at the beginning of the legislative session. State Agency procurements that exceed an agency's delegated purchasing authority should receive prior approval from the Office of State Procurement.

### **Catastrophic Emergencies**

1. These kinds of emergencies may be handled differently only when the Governor declares a State of Emergency and issues an Executive Order outlining procedures to be followed. The following information should help you make decisions to satisfy your immediate needs. Keep in mind that although strict compliance with the Procurement Code may be waived by the governor, civil servants should be prudent spenders of the taxpayer's money.
2. Purchases made for such emergencies should be well documented; to include approvals, receipts, invoices, purchase orders, rental agreements, etc., which will serve as a basis for settlement of claims and will support the State's request for supplemental federal assistance.  
[Microsoft Word - Emergency Purchase Educational Trifold 2020.07.13 v2.docx](#)

## TYPES OF PURCHASES

**Sole Source Purchases** – if the item being purchased is available from only one source and is not sold through distributors:

1. Must be identified as sole source prior to acquisition.
2. Agency submits letter stating why no other product is suitable or acceptable for their needs, the unique characteristics, and a statement that it is sold by only one known source. Letter must be approved by the Office of State Procurement.
3. Other conditions for sole source are where compatibility is the paramount consideration, where a sole supplier's item is needed for trial use or testing, procurement of items for resale, etc.
4. Agency obtains letterhead statement from sole source vendor (corporate marketing – not sales representative) declaring that product is sold only by his company and is not sold through a distributor network. The vendor must also provide a price quote, and a notarized or published price list.

**Proprietary Purchases** – if there is only one product suitable for the agency's needs, but it is sold through distributors:

1. Agency submits letter stating why only one brand name or item is suitable for their needs and the necessitated circumstances or unique characteristics. The Office of State Procurement must approve letter.
2. Solicitation must contain language indicating that the purchase has been approved as a proprietary purchase.

This form is used for requesting Sole Source & Proprietary Purchases:

<https://www.doa.la.gov/media/dr2bfqxi/solesource-proprietarypurchases.docx>