

A. PURCHASING AND DISBURSEMENTS

PURCHASING

All purchases should be (1) reasonable and necessary; (2) documented and approved; (3) received and safeguarded; and (4) used solely for the public purposes/functions of the Commission.

Purchase requisitions are required for:

1. the purchase of any item or service over \$100
2. any repair to vehicles and/or equipment over \$500
3. a total purchase above \$1,500 with no single item costing over \$100
4. Professional Services over \$5,000

Purchases that **do not** require a purchase requisition are:

1. Those through contracts signed by the Executive Director
2. Reoccurring expenses such as (utilities and fuel purchases)
3. Reoccurring membership dues
4. Subscriptions previously approved by the Executive Director (documentation of approval should be maintained by employee initiating the purchase)

All purchase requisitions should be loaded into Docstar for approval by the Executive Director or Director of Finance.

Estimated prices are sufficient in instances when the amount of time or material required is difficult to assess.

In an emergency when a purchase is necessary and no one is available for authorization, an emergency purchase can be made. The person making the purchase will turn in a completed requisition form containing a written explanation of the circumstances and a copy of the invoice.

All employees are required to fill out a Travel Authorization Form (TAF) for all overnight travel request. The TAF should be given to the Port Affairs Coordinator for assignment of a TAF number. The Executive Director approves all travel requests. All out of state travel is approved by the Executive Director and the Board of Commissioners.

Employees are required to provide itemized receipts for all purchases made including reimbursement purchases, purchases on Port Credit cards, or purchases on account. This includes, but is not limited to: purchase for supplies, materials, travel, lodging, and meals. See Itemized Receipt Policy for further details.

The Louisiana Public Bid Law (LA R.S. 38:2211-2261) is applicable to this agency. Bid documentation (e.g. solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc...) demonstrating such compliance are to be maintained and filed in an organized manner.

By virtue of approving this policy, the Board of Commissioners hereby adopts Part VII of La.R.S. Title 39 (La.R.S. 39:1702 *et seq.*) regarding cooperative purchasing under the Louisiana Procurement Code. The administration shall monitor and ensure that such purchases are made in compliance with all legal requirements.

For purchases/contracts made under the request for proposals (RFP) method, the administration shall establish appropriate scoring criteria and maintain documentation of its evaluations.

Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a municipal official or employee).

Once the item has been received the employee who receives the purchase should document on the purchase requisition or receiving report/packing slip the date it was received and initial that they have verified all items listed have been received. If the employee does not have access to Docstar, then an email should be sent to the Accounting Specialist stating that the item/items have been received and the date they were received.

All documentation listed above should be attached to invoices in Docstar for final approval by the Chief Financial Officer before payment is made.

DISBURSEMENTS

All disbursements are to be made by check. Cash payments are prohibited.

The accounts payable/disbursement function is centralized in the finance department and is under the supervision of the Director of Finance.

The supply of blank/unused checks is to be maintained in a locked closet in the Director of Finance’s office and access is restricted to only authorized personnel.

The Accounting Specialist is responsible for processing all checks.

All vendor additions/changes are done by the Human Resources Analyst. The Accounting Specialist does not have access to the Vendor change module. A yearly report showing all vendor changes is approved by the Director of Finance.

After checks are processed, they are given to the Board of Commissioners and/or Executive Director for signature. All checks require dual signatures.

A listing of all invoices to be paid for the month are given to all Board Members for approval in the monthly meeting.

All documentation (e.g. purchase order, receiving report, invoice, bid information, quotes, etc....) supporting the disbursement should be kept together. The Accounting Specialist maintains all original documentation as well as the electronic equivalent in Docstar.