

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)
5. any purchase required by law such as (election cost, advertising cost, clerk of court cost, inspection stickers, etc.)
6. sponsorship initiated by the Executive Director and approved by him in Docstar.

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.

FEDERAL PROCUREMENT

With respect to Federally funded contracts, the Greater Lafourche Port Commission (“Port”) shall take the following measures:

1. Port shall follow all provisions related to the procurement of goods and services covered by 2 CFR 200.317 through 2 CFR 200.327.
2. Pursuant to 2 CFR 200.322, as appropriate and to the extent consistent with law, the Port will, to the greatest extent practicable under a federal award, provide a preference for the

purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The Port shall require that this provision be implemented in all subawards including all contracts and purchase orders for work or products under a Federal award.

3. Pursuant to 2 CFR 200.327, all Port contracts subject to a Federal award shall contain the applicable provisions described in Appendix II to 2 CFR 200 including, but not limited to
 - a. Administrative, contractual or legal remedies for breach of contracts over the Simplified Acquisition Threshold
 - b. Termination for cause and convenience in contracts over \$10,000
 - c. Equal Employment Opportunity
 - d. Davis-Bacon Act
 - e. Contract Work Hours and Safety Standards Act
 - f. Rights to Inventions Made Under a Contract or Agreement
 - g. Clean Air Act
 - h. Debarment and Suspension
 - i. Byrd Anti-Lobbying Amendment
 - j. Procurement of Recovered Materials
4. Port shall comply with all applicable cost principles set forth in 2 CFR 200.400 through 2 CFR 200.476.
5. Legal title to any equipment purchased by the Port with federal funds will vest in the Greater Lafourche Port Commission subject to the terms and conditions of 2 CFR 200.313 regarding use, management and disposition of said equipment.
6. Pursuant to 2 CFR 200.344, when the Port determines that all applicable administrative actions and all required work of the Federal award have been completed, it shall file any reports and take any other actions required to properly and timely closeout the project.

SMALL BUSINESSES, MINORITY OWNED FIRMS AND WOMEN BUSINESS ENTERPRISES

With respect to Federally funded contracts, the Greater Lafourche Port Commission (“Port”) shall take the following steps regarding all Requests for Proposals (RFP) and Requests for Qualifications (RFQ):

1. In an effort to assure that Labor Surplus Area firms, small and minority owned firms and women business enterprises are solicited as potential sources for contract opportunities issued by the Port, all RFPs and RFQs will be sent to the following organizations:
 - a. South Louisiana Economic Council (SLEC)
 - b. Louisiana Economic Development
 - c. Small Business Administration
 - d. Women’s Business Enterprise Council South

- e. New Orleans Regional Black Chamber of Commerce – NORBCC, Inc.
2. Whenever possible, divide total contract requirements when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
3. Establish delivery schedules, where the requirements permit, which encourage participation by small and minority businesses and women’s business enterprises; and
4. Encourage the prime contractor to solicit as subcontractors, small and minority owned firms and women business enterprises by taking the same steps above.

SUSPENSION AND DEBARMENT

Prior to performing any purchase of goods or services, either directly funded or reimbursed by the Federal government, the Port shall verify that the vendor(s) are not suspended, debarred or otherwise excluded by the Federal government and that said vendor(s) hold any required active licenses to provide the good or service solicited. This is done by checking the Excluded Parties List System (SAM.gov) and Louisiana Licensing Board’s Contractor search prior to contract execution. Once the search is complete, a printout of the results will be maintained in the project file as supporting documentation.

DISBURSEMENTS

All disbursements are to be made by check, direct deposit, or ACH payment. Cash payments are prohibited.

Employees shall seek secondary verification for all email request for or changes to: ACH payments, direct deposits, money orders, or purchase of gift cards. Secondary verification must be obtained in one of two ways: face-to-face or a phone call initiated by recipient. EMAIL IS NOT A SECONDARY VERIFICATION.

All electronic disbursements shall be approved in Docstar by the Executive Director.

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.

After checks are signed, they are given to the Legal/Projects Assistant who makes copies for project folders then checks are given to the Receptionist for mailing.

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.