**ST. TAMMAY PARISH LEVEE, DRAINAGE AND CONSERVATION DISTRICT**

**PURCHASING POLICY**

Good controls over purchasing and disbursements require appropriate checks and balances; therefore, more than one individual should be involved in the purchasing and disbursement functions. Any personal use or misappropriation of assets of the District will result in termination of employment and possible legal action.

**Purchasing**

* Management is to centralize the purchasing function and also implement controls to ensure that purchases are (1) reasonable and necessary; (2) budgeted; (3) documented and approved; (4) received and safeguarded; and (5) used solely for the public purposes/functions of the District.
* Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a municipal official or employee).
* Management must always provide an open and competitive atmosphere and ensure that written bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the *Louisiana Public Bid Law*.
* Bid documentation (e.g., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance is to be maintained and filed in an organized manner.
* For purchases to be made under an existing state contract, the board must formally acknowledge that the District is bypassing the requirements of the Public Bid Law and is adopting the requirements of the *Louisiana Procurement Code* (R.S. 39:1551 – 1755) to make such purchases. Management must monitor and ensure that such purchases are made in compliance with those requirements.
* For “piggyback” purchases (i.e., municipality makes a purchase using another agency’s contract), management must obtain documentation from the other agency that clearly demonstrates the contract was previously bid and is a viable contract. The price paid by the District must be the same as the contract’s bid price.
* For purchases/contracts made under the *request for proposals* (RFP) method, management must establish appropriate scoring criteria and maintain documentation of its evaluations.

**Disbursements**

* All disbursements are to be made by check. Cash payments are prohibited.
* The supply of blank/unused checks is to be maintained under lock and access restricted to only authorized personnel.
* The executive director or any two members of the Executive committee or those designated by Board resolution is to sign all checks of the District.
* Disbursements can only be made from an original invoice. The executive director/treasurer when not signing the checks are to document their review and approval to pay on all invoices. If the executive director or treasurer signs the checks someone else should review and approve the invoice for payment.
* All documentation (e.g., purchase order, receiving report, invoice) supporting a disbursement should be attached together and be maintained.