

Louisiana Tech University

Division of Finance



Bonds, Crime, and Property Program

Updated September 2016

Louisiana Tech University Bonds, Crime, and Property Program

Introduction

The Bonds, Crime, and Property Program is intended to protect the State of Louisiana and Louisiana Tech University from financial and/or property losses resulting from any act and/or omission by any Louisiana Tech University employees in the performance of their respective duties. Louisiana Tech University shall abide by all federal, state, and local guidelines and legal requirements, including the accounting control guidelines established by the Office of Statewide Reporting and Accounting Policy.

The purpose of the Bonds, Crime, and Property Program is to:

- Assign responsibility for developing and managing fiscal controls.
- Establish each individual's accountability for the performance of his/her duties in compliance with the University's fiscal control program.
- Reduce the University's exposure and losses and to safeguard state assets against theft, robbery, abuse, etc.
- Maintain the public's confidence in the ability of University's employees to conduct business in an honest and professional manner.

Components of the Bonds, Crime, and Property Program

1. University Policies and Procedures
2. Bonds, Crimes, and Property Coverage
3. University System of Internal Accounting and Administrative Controls (Internal Control)
4. Security Plan
5. Key Control Policies and Procedures

Louisiana Tech University Bonds, Crime, and Property Program

Component 1: University Policies and Procedures

A. Program Responsibilities

Louisiana Tech University, the Division of Finance, is responsible for developing and implementing a Bonds, Crimes, and Property Program.

The University Bonds, Crime, and Property Program Policies and Procedures Manual is available online at <http://finance.latech.edu/comptroller/> and in the Office of the Comptroller, 128 Keeny Hall. The Bonds, Crime, and Property Program is also included in the mandatory online training course offered quarterly by the University to new and continuing faculty and staff. (See Component 1, Section C of this manual).

Louisiana Tech University Bonds, Crime, and Property Program

Component 1: University Policies and Procedures

B. University Procedures

The University policies and procedures for managing the University assets and the fiscal internal control system to minimize potential losses and damages include the following:

- Handling/processing negotiable items such as cash, checks, and postage
- Controlling inventories
- Employee accountability for equipment assigned to them
- The securing of vaults and safes
- Purchasing procedures.

Procedures for Negotiable Items:

All University employees responsible for handling and processing negotiable items such as cash and checks must follow University policies and procedures related to cash. The procedures for handling and processing negotiable items are included in Appendix A of this manual and in the online Louisiana Tech University Policies and Procedures at <http://www.latech.edu/administration/policies-and-procedures>.

[Policy 5402](#): University Funds

[Policy 5404](#): Cash Handling Policy and Procedures

[Policy 5405](#): Permanent Cash Advance Policy and Procedures

[Policy 5406](#): Temporary Cash Advance Policy and Procedures

Procedures for the handling of postage are maintained by the Post Office.

Procedures for Controlling Inventories:

Each department that maintains inventories is responsible for the control of these inventories, including the disposal of any obsolete or damaged items. All employees responsible for receiving, handling, disbursing, and/or disposing of inventories must comply with their departmental procedures. Procedures for inventory control are maintained at the departmental level.

Departments with inventories conduct annual inventory counts at the end of each fiscal year. The department head certifies that the inventory amount submitted to the Office of the Comptroller is a true and correct valuation of the inventory. The University's Internal Auditor observes and verifies certain departmental inventory counts each year.

Procedures for Equipment:

All University employees are required to comply with the University Property Control Regulations. The procedures regarding employee accountability for equipment assigned to them are included in Appendix B of this manual and in the online Louisiana Tech University Policies and Procedures at <http://www.latech.edu/administration/policies-and-procedures>. At the end of the work shift, employees should secure all University property to ensure protection from theft or the elements, as appropriate. These measures may include such actions as locking doors, locking gates, securing alarm systems, or placing a tarp covering over outside materials.

Property Control Regulations:

[Policy 5301](#): Property Regulations and Responsibility

[Policy 5302](#): General Procedure

[Policy 5303](#): Annual Inventory Process

[Policy 5304](#): Forms

[Policy 5305](#): Departmental Listings

[Policy 5306](#): Property Location Index

[Policy 5307](#): Data Sanitization Policy

[Policy 2302](#): Campus Computer Use Policy

[Policy 5408](#): Vehicle Use Policy

Procedures for Vaults and Safes:

All employees granted the authority to access University safes and vaults must follow all required procedures to limit unauthorized access by others. Any keys, combinations, or codes for vaults, safes, or money boxes assigned to employees must be safeguarded at all times.

General university procedures regarding the security of vaults and safes in applicable departments are located in Appendix C of this manual and online at <http://finance.latech.edu/comptroller/>. Departments with vaults and safes may also maintain additional policies and procedures at the departmental level.

The Cash Handling and Vault Procedures for the Office of the Comptroller – Cashiers Office are included in Appendix D. Cashiers are responsible for reviewing these procedures and agreeing to adhere to them. Copies of the signed procedures are maintained in the Office of the Comptroller.

Procedures for Purchasing:

All University employees are required to comply with the Louisiana Tech Purchasing Policy and the State of Louisiana purchasing laws and regulations. The University Purchasing Policy ([Policy Series 5200](#)) is included in Appendix E of this manual and in the online Louisiana Tech University Policies and Procedures beginning at <http://www.latech.edu/administration/policies-and-procedures/5201.shtml>. Additional information regarding the Louisiana Tech University Purchasing Office and purchasing policies and procedures is available at <http://admfac.latech.edu/purchasing/>.

Louisiana Tech University Bonds, Crime, and Property Program

Component 1: University Policies and Procedures

C. Training Programs for Employees

University-Wide Training Programs:

The University conducts training programs for employees on an ongoing basis. Training includes both formal programs and on-the-job training. Training is documented by the appropriate office.

University [Policy 1442](http://www.latech.edu/administration/policies-and-procedures) addressing employee training is included in Appendix F of this manual and in the online Louisiana Tech University Policies and Procedures at <http://www.latech.edu/administration/policies-and-procedures>. The mandatory training programs include ethics, safety issues, sexual harassment, tobacco-free and drug-free workplace, violence in the workplace, Americans with Disabilities Act, bonds, crimes, and property control, and computer use policies.

As stated in Policy 1442, training for the Bonds, Crime, and Property Program is included in the mandatory training required for all new faculty and staff and continuing faculty and staff once every three years. The University offers the training course online quarterly. The subjects contained in the course have been mandated by the Office of Risk Management, State of Louisiana, and other State and Federal agencies. The online presentation for the Bonds, Crime, and Property Program is included in Appendix G of this manual.

Other University-sponsored training programs are conducted as necessary to inform and train department heads, faculty, and administrative clerical staff regarding changes in University policies and procedures, including assets and property management issues.

All University employees are required to participate in quarterly safety meetings. These quarterly meetings may address the management of university assets and property.

Departmental Training Programs:

New employees receive individual training in the management of University assets and property administered or controlled by their particular department. Supervisors and other employees provide on-the-job training to new employees. Employees are provided with the policies and procedures applicable to their assigned job duties.

Training is provided for all continuing employees as needed. Employees will be required to attend University-sponsored seminars and training sessions related to their job duties. Employees may also attend conferences and meetings provided by outside agencies and organizations.

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Component 1: University Policies and Procedures

D. Investigation/Reporting Procedures for Incidents Involving Losses/Damages

When a loss or damage involving University assets is determined, it is to be immediately reported to the University Police and the Assistant Vice President for Administration and Facilities. The Assistant Vice President for Administration and Facilities will collect supporting information such as the Police Report, Inventory Report, Photographs, Statements, and, if readily available, repair estimates or other loss calculations.

University Police will complete a Police Report and notify the following: President, Internal Auditor, the Assistant Vice President for Administration and Facilities, and the Assistant Vice President for Finance and Comptroller. After investigation and verification of the loss, the Assistant Vice President for Finance and Comptroller will notify the Lincoln Parish District Attorney and the Office of Legislative Auditor.

Upon collection of information concerning the loss and if deemed an insurable loss, the Assistant Vice President for Administration and Facilities will complete Office of Risk Management (“ORM”) forms if available within ORM time restrictions. Ideally losses will be reported within five working days with a complete claims package to the ORM Claims Unit. If the complete claims package cannot be completed in a timely manner, the Assistant Vice President for Administration and Facilities shall notify the appropriate claims officer of the loss with the claims package to be completed at a later date.

Should an incident occur that could yield additional loss or potential of additional damage, the University will consult with appropriate professionals to minimize additional loss or evaluate the situation for the safety of persons and property.

Periodically, but no less than every quarter the Assistant Vice President for Administration and Facilities will download the report of active claims from the ORM/Sedgwick reporting system. The report is reviewed to ensure that no claims are assigned to Louisiana Tech that are not University claims. A copy of the report is provided to the Office of Environmental Safety and Human Resources. Reviews of claim history are made to determine if there are trends or clusters of claims that require review.

Policies and procedures are reviewed periodically to ensure that necessary changes and/or corrective actions are undertaken. A specific loss incident may result in immediate review and revision of the policies and procedures.

Louisiana Tech University Bonds, Crime, and Property Program

Component 1: University Policies and Procedures

E. Policies/Procedures for Employees Requiring Bonds, Crime, and Property Coverage

All individuals assigned to manage or handle cash, checks, or credit cards, University equipment or other property, or purchasing and/or other financial transactions should be authorized and trained for those duties.

Employees who have duties related to cash, property, purchasing, and other financial transactions are responsible for reviewing and complying with the applicable University policies and procedures outlined in Component 1, Section B: University Procedures.

Specific Responsibilities for University Employees:

Program Administration:

The Assistant Vice President for Finance and Comptroller is designated as program administrator for the Louisiana Tech University Bonds, Crime, and Property Program. The Division of Finance is responsible for the implementation of an internal fiscal control program and for reviewing the fiscal control program regularly for efficiency and effectiveness.

Supervisor Responsibility:

Supervisors must insure that employees are properly trained in the program's policies, procedures, and guidelines so that all safeguards are followed at all times. Supervisors should review the program's internal controls to ensure protection of the University's assets and property from losses.

Employee Responsibility:

The program applies to all employees who manage or handle any of the following:

- Negotiable items such as cash, checks, or credit cards
- Inventory
- University equipment or other property
- Purchasing or other financial transactions

Employees are expected to follow the program fiscal controls and to report any deviations. Deviations include but are not limited to:

- Deliberate recording of a transaction with inadequate documentation, inadequate information, and/or approval
- Deliberate omission of information in a financial/statistical report
- Failure to safeguard an asset
- Unauthorized use of an asset
- Failure to safeguard fiscal/personal information
- Failure to secure files with confidential information.

An employee should report a deviation from program controls in accordance with University policies and procedures.

Louisiana Tech University Bonds, Crime, and Property Program

Component 2: Bonds, Crime, and Property Coverage

All University employees are covered under a fidelity bond through the State of Louisiana Office of Risk Management. The Employees Faithful Performance Blanket Bond covers loss sustained by the University because of dishonest or fraudulent acts of employees or by failure of employees to faithfully perform duties. The following mandatory areas are covered:

1. **Property Manager Bond:** This bond covers dishonest or fraudulent acts or failure to faithfully perform duties in connection with the handling and control of state property, resulting in loss to insured.
2. **Notary Bond:** This bond guarantees that a notary public will comply with applicable laws and regulations.
3. **Postal Bond:** This bond guarantees that a post office contract, branch, or station located at such places as a university or college shall faithfully discharge all duties required under rules and regulations of the U.S. Postal Service. It must account for, deliver, and pay over monies, mail matters, and other properties that come in its possession to the proper post office official.
4. **Public Official Bond:** This bond is required for state elected or appointed officials to fill positions of trust. It protects against dishonest and fraudulent acts as well as a person's failure to perform duties required.
5. **Crime (Inside/Outside Premises): Money and Securities; Depositors Forgery (usually secured by Combination Crime Policy):** This policy should cover all perils except those that are excluded by the policy on money and securities including outside premises while conveyed by messenger. Property other than money and securities is insured against robbery or burglary. Coverage is provided against loss through forgery or alteration of checks drawn by insured. The Crime Policy shall also provide coverage for property damage to a safe during an attempted or actual robbery.

Information regarding the fidelity bond's coverage for the University may be obtained by contacting the University's Division of Administration and Facilities.

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Component 3: Internal Control

The University has established a system of internal accounting and administrative controls in accordance with applicable federal laws and Louisiana state statutes and regulations. The internal control procedures include the following:

- Reasonable assurance that internal control objectives will be met.
- Competent personnel with adequate education, experience and training to accomplish their assigned duties.
- Internal control objectives including:
 - Obligations and costs comply with applicable state laws (e.g., state contracts and bid process.)
 - Funds, property, and other assets are safeguarded against waste, loss, fraud, unauthorized use, or misappropriation.
 - Revenues and expenditures are properly recorded and accounted for to permit the preparation of reliable financial reports and maintain accountability over University assets.
- Documentation of internal control systems, transactions, and events.
- Documentation for the recording of cash receipts, purchasing, University assets, and other financial transactions is available in the appropriate department.
- Separation of duties. Key duties (e.g., authorizing, approving, and recording transactions; issuing or receiving assets; making payments; and reviewing or auditing) are assigned to separate individuals or separate departments to minimize the risk of loss to the State and University. Duties are assigned so that no one individual controls all phases of an activity or transaction. There are multiple departments in the Division of Administration and Facilities and the Division of Finance that coordinate expenditure functions ranging from payroll to purchases. For example, the Purchasing Office is responsible for the procurement of supplies, equipment, and services for the University; the Receiving Depot, part of the Physical Plant, receives equipment, supplies, and other purchases; the Property Office maintains the moveable property inventory, and the Office of Comptroller is responsible for the disbursement of payments to vendors for these goods and services.
- Supervision. Proper supervision is provided in each University department to assure that approved procedures are followed. Lines of personal responsibility and accountability are clearly defined. Both classified and unclassified employees have official job descriptions that are updated periodically by the supervisor and the employee.

- Access to Resources. Access to resources is limited to authorized personnel. Access includes both direct physical access and indirect access through the preparation or processing of documents that authorize the use or disposition of resources. Periodic internal audits are made comparing the physical resources with the recorded accountability to determine whether the two agree.

Examples:

- Cash Counts. There are periodic unscheduled cash counts of the Comptroller vault and the Cashier money boxes by other Comptroller personnel.
 - Inventories. A physical inventory is conducted annually in each department that maintains inventories. The objective of the annual inventory is to update and verify all items on hand, thus ensuring the accuracy of the accounting data. The University's Internal Auditor observes and verifies certain departmental inventory counts each year. All final inventory reports are compiled and sent to the Office of the Comptroller. Copies of the reports are sent to the Internal Auditor.
 - Athletic Tickets. Athletic tickets are counted and reconciled by the Athletic Ticket Office and then forwarded to the Office of the Comptroller for independent count and review.
 - University Deposits. The cashiers' daily receipts and the daily bank deposit are reviewed and verified daily by employees in other areas of the Office of the Comptroller. All checks are remotely deposited by the cashiers each day using the bank's remote deposit capture system. University police transport cash deposits to the bank as needed and are required to sign a register (log) in the Cashiers' Office when the locked bank bag is picked up and returned.
- Addressing Audit Findings. The appropriate University department is responsible for promptly evaluating findings and recommendations reported by auditors; determining proper action, and implementing actions that correct the findings within the designated time frame. In the event of findings and recommendations by the University Internal Auditor, Louisiana Legislative Auditor, or any other outside auditor, the following procedures are followed:
 - The appropriate department will evaluate the findings and recommendations, determine the proper actions, and respond in a timely manner. The response will include a corrective action plan with estimated implementation dates to resolve findings, whether or not the availability of resources is a restraining factor. Such lack of resources should be documented.
 - The findings and/or recommendation, along with the response from the department, is reviewed by the appropriate dean (if applicable), appropriate Vice President or Assistant Vice President, and the University President.

- The University's response is submitted to the Internal Auditor or the Legislative Auditor by the designated deadline.
- The department head, the Internal Auditor, and or/other appropriate parties will periodically review the progress made in implementing the corrective action plan to help ensure completion by the specified dates.

Louisiana Tech University Bonds, Crime, and Property Program

Component 4: Security

The University's goal is to ensure the safety and security of each University employee, student, and visitor, while also securing University property. The University Police Department is responsible for the University's overall security plan. The University Police maintains a detailed procedure manual that includes specific policies and procedures for securing the campus. The security plan is re-evaluated annually and as the situation necessitates. For enhanced security, these procedures are not published for the general public.

Public Access to University Property:

Louisiana Tech University is a public facility with access available to the general public. There are specific areas such as centers for research and access to sensitive equipment and materials that require restricted access. Unit Heads shall review their area for the need of restricted access and where appropriate employ access control devices. These devices can range from signage, locked doors with key access, electronic controlled access recording entry, and electronic controlled access recording entry and exit.

Unit Heads are responsible for determining the level of access required for their specific areas. The University Police, Research Committee, and Office of Environmental Health and Safety should be consulted as appropriate.

All University employees are responsible to ensure that there are not unauthorized persons in their area. All suspicious persons should be reported to University Police.

Security Systems:

Department Heads and/or Property Managers shall periodically review property located in their area of responsibility to determine whether electronic monitoring measures (security systems and camera systems) should be deployed. Acknowledging that the campus and each situation is unique, no single policy or rule of measure is appropriate for all areas of the campus.

Department Heads and/or Property Managers shall periodically review their area for potential of loss, accreditation, or other requirements to determine if additional measures such as security systems and cameras are needed.

In the review process, Department Heads and/or Property Managers should consult with University Police to determine the location of cameras, if they should be monitored, and if a security system should be deployed. If a security system is deployed, the appropriate Department Head and/or Property Manager will determine if the security system is to be remotely monitored and who will have access to arm and disarm the system. Security codes should be changed as employees leave service with the department. Department

Heads should maintain a list of persons with access to arm and disarm the security system.

Examples of security measures for the University include:

- Departmental vault, safes, and alarm systems – See Appendix C
- Electronic access systems for University buildings
- Police responsibility for transport of University bank deposits
- Night patrol by police officers and police student employees
- Use of golf carts to carry students across the campus, particularly after dark
- Safety programs for students conducted by the Division of Student Advancement
- “High Mast” lighting for safety

The University has also established a Crisis/Risk Management Plan for the campus. As part of this plan, the University has established an Emergency Response Team that is designated to handle emergency situations that may affect the entire campus.

Louisiana Tech University Bonds, Crime, and Property Program

Component 5: Key Control

The purpose of the University-wide key control policy is:

- To ensure that all University keys are accounted for and used appropriately.
- To implement a tracking system for all University keys.
- To ensure the safe access and security to all University buildings.

The University-wide key control policy, Keys for Offices and Buildings: [Policy 4106](#) is included in Appendix H of this manual and in the online Louisiana Tech University Policies and Procedures at <http://www.latech.edu/administration/policies-and-procedures>.

The key and electronic access (FOB and RFID Campus ID card) policies for specific buildings and departments are included in Appendix H of this manual.

Louisiana Tech University Bonds, Crime, and Property Program

Other University Policies and Procedures

Other University-wide policies and procedures related to the Bonds, Crime, and Property Program are included in the online Louisiana Tech University Policies and Procedures <http://www.latech.edu/administration/policies-and-procedures>.

Policy 1306:	Records Retention and Disposition
Policy 2303:	Policies on Internet Use
Policy 2304:	Ethical and Legal Use of Computer Software for Members of the Academic Community
Policy 4103:	Insurance Protection for Personal Property Located on Campus
Policy 4107:	Locking and Unlocking Buildings
Policy 4200 Series:	Safety Plan
Policy 5407:	Information Security Program
Policy 6100:	Student Handbook

Appendix A

Policy 5402 - University Funds

WWW Posting Date: 1/15/2002

Responsible Office: Comptrollers Office

Off-Campus Bank Accounts

It is the policy of Louisiana Tech University that no Department or unit of the University or University employee shall establish a bank account off-campus for the receipt of University funds. All accounts for University funds shall be established through the Division of Administrative Affairs.

All funds solicited or received in the name of Louisiana Tech University, or any division thereof, by a Department, unit, or employee of the University must be deposited with the Comptroller's Office.

This policy applies to Departments, programs, institutes, camps, and any other University-related entity. This policy does not apply to student organizations, clubs, groups, etc. which are simply registered with the University.

Policy 5404 - Cash Handling Policy and Procedures

Effective Date: 2/20/2004

Responsible Office: Office of the Comptroller

This policy outlines the University rules and procedures for the proper handling of cash, including the responsibilities of University employees involved in the cash handling process.

Cash is defined as currency, coin, check, money order, travelers check, credit card, or debit card.

Policy:

1. University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with the Cashiers' Office.
2. Only University employees (full, part-time, or student) are permitted to handle cash as defined under this policy and in accordance with the procedures outlined below.
3. The full amount of all cash collected, including cash collected by departments, must be deposited with the Cashiers' Office. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses. If a department requires a petty cash fund to provide change to customers or to make small purchases, a request for a Permanent Cash Advance may be submitted to the Comptroller (**See Permanent Cash Advance Policy #5405**).
4. Access to cash should be restricted. All cash, including cash collected by individual departments, must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. When possible, departments should encourage the use of check payments instead of currency. An individual department should not accept payments by currency without prior approval of the Comptroller's Office.
5. All checks should be made payable to "Louisiana Tech University." Checks

payable to Louisiana Tech University cannot be deposited with the Louisiana Tech University Foundation and checks payable to the University Foundation cannot be deposited with the Comptroller's Office.

6. All bank accounts for the University must be set up by the Office of the Comptroller. No employee may establish a University bank account or deposit University funds into an unauthorized bank account.

Procedures:

I. General Procedures

1. All cash (currency, coin, check, money order, travelers check, credit card, or debit card) must be deposited with the Cashiers' Office, 103 Keeny Hall, in a timely manner. The office hours are 8:30 a.m. to 4:00 p.m. (Summer hours are 8:00 a.m. to 3:30 p.m.).
2. The Cashiers' Office must handle cash in compliance with University policy and with internal Comptroller's Office procedures.

II. Departmental Procedures

A. Cash Collected by a Department

1. Immediately upon receipt, all checks and money orders must be restrictively endorsed. An endorsement stamp may be ordered from the Louisiana Tech University Bookstore. All new endorsement stamps should contain "For Deposit Only Louisiana Tech University" in the first line and "Department Name" as the second line.
2. All cash received by the department and submitted to the Cashiers' Office requires a completed three-part pre-numbered departmental deposit ticket.
 - The deposit tickets must be used in consecutive order.
 - The department must maintain a record of all deposit tickets using the log sheet issued by the Cashiers' Office. The department should update the log sheet as the deposit tickets are used. All voided tickets must be retained by the department and then returned to the Cashiers' Office with the next deposit. The department should send a copy (not the

original) of the log sheet to the Cashiers' Office at the end of each month.

- The Comptroller's Office will update the Cashiers' log as the deposit tickets are used by the department and presented to the Cashiers for deposit. The Comptroller's Office will periodically reconcile the Cashiers' log to the log sheets submitted monthly by the departments.
- The department must complete the name of department, date, name of contact person, and telephone number blocks located at the top of the deposit ticket.
- To ensure proper credit, the departmental deposit ticket should include the correct University FIS account number and budget-object code along with a brief description of the transaction. If the entire deposit is to be credited to one account, only the first box on the deposit ticket should be used. If the deposit is to be credited to various account or budget-object codes, a separate box on the deposit ticket should be completed for each account or code. Any questions concerning the completion of the form should be addressed to the Office of the Comptroller at 257-4325.
- The Cashier will verify that the deposit ticket total agrees with the cash received and stamp all three copies of the ticket. The yellow copy will be returned to the department and the Cashiers will retain the white and pink copies.

3. All cash received by departments must be supported by appropriate documentation as listed below:

- All deposits must be accompanied by three-part pre-numbered departmental tickets. Credit card transactions must be supported by the individual credit card sales receipts.
- Any other documents which will help to ensure the proper documentation and coding of the funds should be included with the deposit. This supporting documentation may include a copy of the check, computer printout, supporting spreadsheet or itemized list, reconciliation, internal

memorandum, or letter from the payer.

- If the deposit is for a gift or other restricted purpose, please ask the donor to indicate this on the front of the check or attach any available supporting documents such as a letter.
- The department must retain copies of supporting documentation, including any receipts issued to students or other customers.

4. Whenever departments find discrepancies or have questions about their deposits, they should contact the Comptroller's Office at 257-4325.
5. A department should immediately contact the Comptroller, University Police, appropriate Dean or Division Head, and the Office of Internal Audit if monies are found to be missing, or if there is suspicion of theft or diversion of funds.

B. Segregation of Duties

1. Departments handling cash should separate, to the extent possible, all duties relating to cash handling. A system of checks and balances should be established in which tasks are performed by different individuals in order to assure adequate controls. For example, one person should prepare the deposits and a second person should review the department's monthly ledger verifying the deposits.
2. It is the department head's responsibility to ensure that any amount deposited with the Cashiers' Office includes all monies received.
3. The department head or his designee should review the department's account on a regular basis, but not less than monthly. The department head will receive monthly ledgers of all departmental accounts and may also access the departmental accounts and transactions on-line.

III. Checks Returned By Depository Bank

1. Checks returned by the depository bank for non-sufficient funds, stop payments, or closed accounts result in additional service fees to the University. Students whose checks are returned to the Comptroller's Office for any of these reasons will be assessed a returned check fee as set by the Comptroller's Office. Students with a returned check will not be

permitted to present personal checks to the Cashiers' Office for the current quarter. Students with three or more returned checks will lose check writing privileges for the current quarter and the following quarter. Students who have five or more returned checks will permanently lose their check writing privileges at the University.

2. Each department is responsible, when appropriate, for collecting funds owed when checks are returned by the depository bank.

IV. IV. Exceptions

Any unusual circumstances or special projects not fully covered under this policy should be addressed to the Office of the Comptroller.

Policy 5405 - Permanent Cash Advance Policy and Procedures

Effective Date: 2/20/2004

Responsible Office: Office of the Comptroller

This policy outlines the University rules and procedures for the proper handling of permanent cash advances authorized to various University departments by the Office of the Comptroller.

Policy

1. Permanent cash advances are used to provide operating cash to University departments that have cash (currency and coin) transactions on a regular basis as part of their function.
2. Permanent cash advances may also be provided to permit certain miscellaneous small purchases of supplies, materials, and services.
3. Only University-authorized permanent cash advances are permitted.
Departments are not permitted to establish petty cash funds from cash collected. The full amount of cash collected must always be deposited with the Cashiers' Office or directly into a University bank account in a timely manner. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses.
4. Only University employees (full, part-time, and student) are permitted to handle the permanent cash advance funds.
5. Access to permanent cash advance should be restricted and a custodian should be assigned as the responsible party for the advance. The cash must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the advance.

Procedures

1. A department having a demonstrated, on-going need for a petty cash fund may request the establishment of a permanent cash advance for its use by submitting a request in writing to the Office of the Comptroller. This written correspondence should fully explain the department's need for a permanent cash advance, as well as designate an appropriate University employee as custodian of the advance. This request must be approved by the department and appropriate dean or division head (if required).

Note: If a department demonstrates a need for temporary cash funds for a one-time, annual, or quarterly special event or group travel, the department may request a temporary cash advance by submitting a written request to the Office of the Comptroller. The procedures for obtaining a temporary cash advance are outlined in the **Temporary Cash Advance Policy #5406**.

2. A strict accounting of the permanent cash advance is required of the departmental custodian. At all times the sum of cash on hand plus the receipts on hand and/or in the process of being reimbursed must equal the amount initially obtained upon establishment of the advance.
3. To reimburse the permanent cash advance for small purchases made, the department must complete a petty cash form and submit it to the Purchasing Office for approval. The petty cash form and its supporting documentation must include the amount of the purchase, date, clear description of item purchased, name of vendor, signature of department head and appropriate dean or division head (if required), and a brief description of purpose. Upon approval by the Purchasing Office, the petty cash form and its documentation should be presented to the Cashiers' Office for cash reimbursement.
4. The Office of Internal Audit, Office of the Comptroller, and/or the Legislative Auditor may conduct an unscheduled count of any permanent cash advance at any time.
5. A department should immediately contact the Comptroller, University Police,

appropriate Dean or Division Head, and the Office of Internal Audit if monies are found to be missing, or if there is suspicion of theft or diversion of funds.

Policy 5406 - Temporary Cash Advance Policy and Procedures

Effective Date: 2/20/2004

Responsible Office: Office of the Comptroller

This policy outlines the University rules and procedures for the proper handling of temporary cash advances authorized to various University departments by the Office of the Comptroller.

Policy:

1. Temporary cash advances are used to provide cash to University departments for one-time, annual, or quarterly special events or group travel.
2. Only University employees (full, part-time, and student) are permitted to handle the temporary cash advance funds.
3. Access to the temporary cash advance should be restricted and a custodian should be assigned as the responsible party for the advance. The cash must be safeguarded at all times.

Procedures:

1. If a department demonstrates a need for temporary cash funds, the department may request a temporary cash advance by submitting a written request or purchase requisition to the Office of the Comptroller. The request should fully explain the department's need for a temporary cash advance, as well as designate an appropriate University employee as custodian of the advance. If the advance is required for travel, the dates of travel and a copy of an approved travel authorization must be included. The request must be approved by the department and appropriate dean or division head (if required).

2. The written request or requisition should be submitted to the Office of the Comptroller no later than 10 days prior to the event or travel.
3. The Office of the Comptroller will issue a check to the custodian of the temporary cash advance prior to the event or travel. A due date for repayment of the advance will be indicated on the paperwork accompanying the check.
4. Within two working days of the event or travel, all remaining cash should be returned to the Cashiers' Office as a partial repayment of the advance.
5. A purchase requisition or travel expense account for reimbursement of expenses incurred should be submitted by the department to the Office of the Comptroller in a timely manner. A reimbursement check will be issued to the employee.
6. When the reimbursement check is issued to the employee by the Office of the Comptroller, the remainder of the advance must be paid immediately at the Cashiers Office. The advance should be paid in full or a copy of the travel expense account/purchase requisition should be received by the Office of the Comptroller by the assigned due date. If a temporary cash advance is not repaid in a timely manner, subsequent requests for advances may be denied.
7. A department should immediately contact the Comptroller, University Police, appropriate Dean or Division Head, and the Office of Internal Audit if temporary cash advance monies are found to be missing, or if there is suspicion of theft or diversion of funds.

Appendix B

Policy 5301 - Property Regulations and Responsibility

Revision Date: 7/2001

Responsible Office: Property Officer

Regulations pertaining to movable property owned by Education Organizations are mandated by the Louisiana Administrative Code, Title 34, Government Contracts, Procurement and Property Control: Part VII. Louisiana Tech University falls under the authority of this code and will adhere to said regulations. A complete copy of these regulations is available upon request in the Louisiana Tech Property Office.

Responsibility for safeguarding property owned by Louisiana Tech University lies with All University employees. Under no circumstances is Louisiana Tech Property to be used for personal gain nor removed from any University operating location except to conduct University business. In pursuant to the aforementioned regulations and University policy, delegation of responsibility will apply as follows:

1. The University Property Manager will maintain accountability for all movable property within the agency. The University Property Office must be notified PRIOR to or immediately upon any change in status, location or condition of university property. All required reports and requests will be submitted to the Louisiana Property Assistance Agency for approval and administered as directed.
2. University department heads are responsible for the equipment within their divisions until such time as approval has been received to dispose of same. All requests to move, transfer, or dispose of property must be reviewed by the department head and then submitted to the University Property Office for final approval. Responsibility also includes supervision and approval of the annual inventory certification process.
3. Each university department head should appoint a departmental property custodian. The departmental custodian will be responsible for day to day inventory processed with the department and will serve as the contact person to the Property Office. The property custodian may not be a student.

Policy 5302 - General Procedures

Revision Date: 9/12/2016

Responsible Office: Property Officer

PROPERTY TO BE INVENTORIED

1. Movable property over \$1,000.00 - All items of movable property having an acquisition cost or appraised value of one thousand dollars (\$1,000.00) or more must be tagged with a State approved identification tag and placed on inventory.
2. All computers, laptops and tablets, regardless of cost, must be tagged and placed on inventory.
3. All weapons, regardless of cost, must be tagged and placed on inventory.

Procedures for tagging the items included above will include:

Tagging items upon arrival in the Louisiana Tech Receiving Depot as feasible;
OR

Tagging items in the department by a representative from the property office.

4. Parts, components, accessories, etc. that will enhance, enlarge or create a piece of equipment must be accounted for as follows:
 - a. Enhancement parts will be added to the value of the tagged item in which it will be installed.
 - b. Components, regardless of the cost, that will be used to create a new piece of equipment will be considered under this regulation, providing the total value of the newly created equipment is over one thousand dollars (\$1,000.00).
5. Livestock acquired for breeding, dairy and/or experimental purposes are classified as property and must be recorded on the inventory regardless of the value per animal. During each annual inventory process, livestock will be

reappraised and the fair market value adjusted.

6. Other property having an acquisition cost of less than one thousand (\$1,000.00) may be tagged at the discretion of individual department heads, property custodians, or the university property manager.

Special notation:

The correct budget/object code must be used when processing payments for movable equipment purchases.

Equipment valued at \$1,000.00 or more including enhancement components and livestock:

Code	Description
7220	Automotive
7240	Building, grounds, general plant
7250	Livestock
7260	Heavy movable
7280	Household
7300	Medical
7320	Office (noncomputer)
7330	Computers
7340	Edu, rec. & cultural (noncomputer)
7380	Boats and aircraft
7400	Communications
7420	Other

Equipment valued at LESS than \$1,000.00:

Code	Description
------	-------------

Code	Description
------	-------------

4070	Equipment not Capitalized
------	---------------------------

4073	Computeres, laptops, and tablets under \$1,000.00
------	---

Repair parts do not fall under property regulations and should be charged to the correct repair/maintenance budget object code.

**Equipment valued at greater than
\$5,000.00:**

Code	Description
7830	Computers
7840	Non-computers or automobiles
7850	Car, boat, and plane

A. Tagging Procedures

State property regulations require that qualified equipment items be tagged AND all inventory information on LPAA required tagged assets be forwarded to the Louisiana Property Assistance Agency within 60 DAYS of receipt. If an item cannot have a State of Louisiana identification tag affixed to it, the ID number will be written on the item in indelible ink or paint, or inscribed with an engraving tool. The property office will send a representative to tag new equipment upon arrival in each department OR at the Receiving Depot as feasible.

1. New Property – Notify the property office immediately upon arrival of new equipment in your department. The following information is needed:
 - purchase order or requisition number
 - location of equipment and contact person/phone
2. Donated Equipment – Notify the property office immediately upon arrival of donated equipment. Authorization for acceptance may be required from the University Donation Committee. The following information is required:

- A completed “Donated Equipment Certification” form.
 - An appraisal from the donor stating the fair market value or a copy of the invoice if equipment is new.
 - Location of equipment and contact person/phone.
3. Agency Manufactured equipment – Movable property which is manufactured by Louisiana Tech will be tagged and placed on inventory. Notify the property office immediately upon completion of agency built equipment. (Examples include: computer equipment assembled by the University; desk or shelf units produced by Physical Plant personnel). The following information is required:
- All documentation related to the equipment cost – purchase order numbers, requisition/interdepartmental numbers, etc.
 - Installing technician
 - Location of equipment and contact person/phone

B. Equipment Relocation

The Property Office AND the appropriate departmental property custodian must be notified before equipment is moved from its’ designated location. Failure to do so increases the number of missing equipment items each year and prolongs the annual inventory process.

1. Equipment transfers between university departments or relocations within departments require a completed “Equipment Transfer Request” form. The form must include authorized signatures of the requesting and receiving parties and responsible department heads.
2. In accordance with state and university property regulations, equipment may not be used for personal gain or removed from any university operating location except to conduct university business.
3. Removing equipment from the Louisiana Tech campus is prohibited except for the following:
 - a. Repairs to equipment – submit a completed “Equipment Repair/Exchange” form to the property office
 - b. Equipment being exchanged or replaced because of defect or poor quality – Remove the inventory tag and submit a completed “Equipment Repair/Exchange” form to the property office. A replacement tag will be assigned to the exchanged equipment.

- c. Tagged equipment used in connection with university events held off campus – Complete and submit to the property office a “Request For Off-Campus Use” form PRIOR to removing the equipment.
- d. Tagged equipment used in ongoing research or university related projects (example: laptop computers). A properly completed “Request For Off-Campus Use” must be on file in the Property Office. This authorization must be renewed each academic year.
- e. Non-tagged equipment (valued under \$1,000.00) - Each university department will be responsible for tracking non-tagged equipment items removed from campus. Approval from the department head or dean must be obtained *prior* to removing items from campus. Departmental property custodians will be required to maintain a list of this equipment. The list will be subject to review by the property office during the annual inventory process.

C. Surplus Equipment

Equipment considered surplus by a university department should be reported to the property office. This includes tagged and untagged items. The property office will make arrangements to have the equipment picked up and determine the proper means of disposal as instructed by LPAA. NEVER throw equipment away without direct authorization from the property office.

- 1. Surplus/functional equipment – Complete and submit to the property office an “Equipment Disposition Request” form. The Property office will arrange to have the equipment removed from your area and determine if the equipment can be used by other university departments or will submit a request for pick up to State Property Control.
- 2. Dismantle for Parts – (**Note:** Prior Approval is Required) Provisions are available that allow some pieces of equipment to be dismantled for parts. This approval can only be granted through State Property Control. Submit a completed “Equipment Disposition Request” form and the property office will notify your department when approval is received.
- 3. Scrap – Submit a completed “Equipment Disposition Request” form to the property office. The equipment will be removed from your area and disposed of as instructed by LPAA.
- 4. Electronic Media Devices - All electronic media devices must have the

data sanitized before submission to the property office for surplus. Contact the Help Desk and have a ticket created to have the device sanitized or cleaned. A data sanitization form completed and signed by the appropriate technician will be kept on file at the Computing Center. A "sanitized for surplus" label completed by the technician must accompany all surplus equipment requiring data sanitization before being surplus to Property.

See Policy 5307 for additional information.

The property office maintains a small selection of surplus equipment for use by university departments. Typical items on hand include: office desks, desk and side chairs, filing cabinets, tables, classroom desks, etc. Call 257-2742 for an appointment to view these items.

Policy 5303 - Annual Inventory Process

Revision Date: 7/2001

Responsible Office: Property Officer

In accordance with State Property regulations, Louisiana Tech will conduct an annual campus wide inventory. It is the responsibility of all university employees to assist as necessary to insure that the inventory is as accurate as possible. Below are the general procedures relating to the inventory process.

The annual inventory process begins October 1 each year. Each department will be given a copy of their inventory and is required to locate all items. The completed inventory will be due in the Property Office three (3) weeks later.

1. Each tag number should be checked against the actual equipment. Any changes / corrections must be noted.
2. Check carefully any tagged equipment in the department that is NOT on the inventory list. Reports these items on a separate sheet of paper and return with the inventory list.
3. Be especially watchful for tag numbers coded "99__". These are missing items. LOOK for this equipment and report any "found" items.
4. Report any unlocated inventory. An explanation of what is believed to have happened to that equipment MUST BE returned to the property office and will be the explanation submitted to the division of administration.
5. The completed inventory must be signed by the department head. The department head signature attests that a complete physical inventory has been accomplished and is correct to the best of his/her knowledge.
6. In accordance with Louisiana Tech and State Property regulations, departments 58-Livestock, 90-Dairy cattle, and 117-Equine Science must annually re-appraise livestock acquired by birth and used for breeding, dairy, or experimental purposes. The fair market value is then adjusted on the inventory.

After completed inventories have been returned, the property office will compile a list of

missing equipment for each department (if applicable.) A "second search" should be conducted for these items. **EVERY** EFFORT MUST BE MADE TO LOCATE MISSING INVENTORY.

Policy 5304 - Forms

Revision Date: 9/12/2016

Responsible Office: Property Officer

If you don't have the free Adobe Acrobat Reader, please visit their [website](#) for your free copy.

When preparing forms relating to university inventory:

- a. Supply all requested information.
- b. Obtain all required signatures.
- c. Submit completed forms to the property office PRIOR to making any changes in property status.

Available Forms

1. **EQUIPMENT TRANSFER REQUEST** (pdf format) – Use this form when transferring equipment between departments OR when moving equipment within a department.
2. **EQUIPMENT DISPOSITION REQUEST** (pdf format) – This form is to be used to report equipment ready for surplus; equipment to be dismantled for parts; stolen equipment, etc.
3. **DONATION CERTIFICATION** (pdf format)– Submit this completed form for all equipment donated to the university, new or used. Approval from the University Donation Committee is also required.
4. **REQUEST FOR OFF-CAMPUS USE OF TAGGED ITEMS** (pdf format) - This form must be completed and returned to the property office prior to removing equipment from the Louisiana Tech Campus.
5. **EQUIPMENT REPAIR/EXCHANGE** (pdf format) - Use this form when equipment must be sent to a dealer for repair OR returned and replaced by the vendor because of defect or poor quality.

Copies of these forms are available in the Property Office or may be duplicated from the examples in this manual.

EQUIPMENT TRANSFER REQUEST

TAG NUMBER	DESCRIPTION	TRANSFER TO DEPT #	NEW LOCATION CODE

1. Fill in the required information as indicated above.
2. Signatures of the requesting person, receiving person AND the appropriate Department Head(s) are required.
3. Submit completed form to the property office PRIOR to moving equipment.

Date Person Requesting Transfer

Date Department Head

Date Person Receiving Property

Date Department Head

EQUIPMENT DISPOSITION REQUEST

TAG NUMBER	DESCRIPTION	BLDG/ROOM	CONDITION OF ITEM

Recommended Disposal: (check one)

- ☐ Functional surplus
☐ Scrap
☐ Trade-in
☐ Dismantle for Parts
☐ Stolen (Police report required)

Signature of Releasing Department Head

Date

Contact Person/Phone

Reason for Deletion

MEMORANDUM

TO: Equipment Donation Committee

FROM: _____

DATE: _____

SUBJECT: Property Donation

Request your review of the attached list of items(s) to be donated to Louisiana Tech University.

The following is additional information on equipment to be donated:

DONOR: _____

ITEM(S) DONATED: _____

VALUE OF DONATED ITEMS (Please include an invoice copy if items are new or a signed appraisal stating the fair market value if items are used) _____

SPECIAL FEATURES: _____

SPECIAL NEEDS: _____

MAINTENANCE REQUIRED: _____

SPACE, SAFETY, SECURITY, ETC. NEEDS: _____

INSTALLATION COSTS: _____

TRANSPORTATION COSTS: _____

SPECIAL TRAINING NEEDED TO OPERATE THE EQUIPMENT:

Property Donation committee approval/disapproval:

Ms. Ann White:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Dean Don Kaczvinsky:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Vice President Jim King:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Vice President Stan Napper:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

REQUEST FOR OFF-CAMPUS USE OF TAGGED ITEMS

DEPARTMENT NAME _____

REQUESTING PERSON _____

Please print

I request permission to remove the following tagged item(s) of State Property from the Louisiana Tech University Campus:

Tag # _____ Description _____ S/N _____

Tag # _____ Description _____ S/N _____

Tag # _____ Description _____ S/N _____

Tag # _____ Description _____ S/N _____

The purpose of this request is: _____

Equipment is to be used: _____ to _____
(All forms expire at the end of each academic year)

This completed form must be returned to the property office PRIOR to the removal of equipment.

Signature of Primary User

Signature of Department Property Custodian

Signature of Department Head

Signature of Property Manager

Date Approved

Please note: In accordance with state regulations (Title 34, Part VII/305) "Each person to whom property is entrusted ...shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, or damage of property for which he is responsible."

EQUIPMENT REPAIR/EXCHANGE

DEPARTMENT _____

DEPARTMENT HEAD _____
Signature

DATE ITEM RETURNED _____

REASON FOR RETURN _____

TAG NUMBER _____ SERIAL NUMBER _____

DESCRIPTION:

ITEM	BRAND	MODEL
------	-------	-------

COMPANY NAME _____

COMPANY ADDRESS _____

SERVICE REPRESENTATIVE: _____

PHONE NUMBER _____

Please note: *IF THE ITEM IS DEFECTIVE* and will be replaced by the vendor, REMOVE the tag and tape to the bottom of this form.

Policy 5305 - Departmental Listings

Revision Date: 9/16/2016

Responsible Office: Property Officer

DEPARTMENTAL NUMBERS SORTED BY **DEPARTMENT NUMBER**

DEPT # DEPARTMENT NAME

1	PRESIDENT'S OFFICE
2	ACADEMIC AFFAIRS, VP
3	ADMINISTRATION AND FACILITIES
4	INTERNAL AUDITOR
5	PURCHASING
6	FINANCE/COMPTROLLER
7	REGISTRAR
8	STUDENT AFFAIRS,VP
9	STUDENT LIFE
10	STUDENT SERVICES
11	CAREER CENTER
12	FINANCIAL AID
13	BAND
14	ENVIRONMENTAL SAFETY
15	RECREATIONAL ACTIVITIES
16	TELECOMMUNICATIONS

DEPT # DEPARTMENT NAME

17	OFFICE SERVICES
18	GENERAL TRAVEL
19	AFROTC
20	APPLIED & NATURAL SCI ADMIN
21	ENROLLMENT MANAGEMENT
23	ANIMAL INDUSTRY/MEANT LAB
24	MICROMANUFACTURING
25	FORESTRY
26	LIBERAL ARTS ADMIN
27	ART
28	CHEMISTRY
29	ENGLISH
30	HISTORY
31	MATH & STATISTICS
32	MUSIC
33	PHYSICS
34	SOCIAL SCIENCES
35	SPEECH
36	BIOLOGICAL SCIENCES
37	COB, DEAN'S OFFICE
42	EDUCATION ADMINISTRATION
43	CURRICULUM, INST.& LEADERSHIP
44	A E PHILLIPS
45	PSYCHOLOGY/BEHAVIORAL SCI
46	KINESIOLOGY

DEPT # DEPARTMENT NAME

47	REHABILITATION SCIENCE
48	ENGINEERING ADMINISTRATION
49	CHEMICAL ENGINEERING
50	CIVIL ENGINEERING
51	ELECTRICAL ENGINEERING
52	INDUSTRIAL ENGINEERING
53	MECHANICAL ENGINEERING
54	TECH POINTE
55	HUMAN ECOLOGY
56	EDUCATION, AV LAB
57	COMPUTING CENTER
58	FARM LIVESTOCK
59	NUCLEAR CENTER
60	LIBRARY
61	REGISTRATION CENTER
62	ATHLETICS
63	BARKSDALE CENTER
64	PHYSICAL PLANT
65	PLANT STORES
66	UNIVERSITY POLICE
67	NURSING
68	HEALTH CENTER
69	ADMISSIONS/ORIENTATION
71	DAIRY PROCESSING PLANT
72	UNIVERSITY COMMUNICATIONS

DEPT # DEPARTMENT NAME

73	PROPERTY OFFICE
74	THEATER
75	TOLLIVER
76	TRENCHLESS TECHNOLOGY
77	FOOD SERVICE
78	BOOKSTORE
79	STUDENT CENTER/KENNEL
80	PRESIDENT'S HOME
81	CLINICAL LAB SCI/BACTERIOLOGY
82	INSTITUTE ON BLINDNESS
83	PROFESSIONAL AVIATION
84	JOURNALISM
85	RESEARCH AND DEVELOPMENT
86	UNIV. ADVANCEMENT,VP/ALUMNI
87	CAMPUS ENGINEER
88	HUMAN RESOURCES
89	HOUSING
90	DAIRY CATTLE
91	FARM MACHINERY
92	SCI TECH - IDEA PLACE
93	GRADUATE SCHOOL
94	GOLF COURSE
96	CONTINUING EDUCATION
97	UNIVERSITY HALL

DEPT # DEPARTMENT NAME

98	PROPERTY STORAGE
99	STUDENT GOVERNMENT ASSN.
100	INSTITUTIONAL RESEARCH
101	INFORMATION SYSTEMS
102	ATHLETICS MEDIA RELATIONS
103	POST OFFICE
104	FOREIGN LANGUAGES
105	GEOSCIENCES
106	TECHNICAL SERVICES
107	LIBERAL ARTS/RESEARCH
108	KLPI
109	DISABILITY SERVICES
110	CENIT
111	ECONOMIC DEVELOPMENT
112	ARCHITECTURE
113	ROPP CENTER
114	UNION BOARD
115	HEALTH INFORMATION MANAGEMENT
116	BIOMEDICAL ENGINEERING
117	EQUINE SCIENCE
118	AGRICULTURAL SCIENCES
119	INTERNATIONAL STUDENT OFFICE
120	ADVANCED STUDIES LABORATORIES
122	HONORS PROGRAM
123	AFOSR

DEPT # DEPARTMENT NAME

124	COMPUTER SCIENCE
125	TECHNOLOGY BUSINESS CENTER
126	BARC (BULLDOG ACHIEVEMENT)
127	UNIVERSITY RESEARCH
128	PERFORMING ARTS
129	SHREVEPORT CENTER
130	RURAL DEVELOPMENT CTR
131	CENTER FOR INSTRUCTIONAL TECH

DEPARTMENTAL NUMBERS SORTED BY
DEPARTMENT NAME**DEPT # DEPARTMENT NAME**

44	A E PHILLIPS
2	ACADEMIC AFFAIRS, VP
3	ADMINISTRATION AND FACILITIES
69	ADMISSIONS/ORIENTATION
120	ADVANCED STUDIES LABORATORIES
123	AFOSR
19	AFROTC
118	AGRICULTURAL SCIENCES
23	ANIMAL INDUSTRY/MEANT LAB
20	APPLIED & NATURAL SCI ADMIN
97	APPLIED & NATURAL SCI. RESEARCH
112	ARCHITECTURE
27	ART

DEPT #	DEPARTMENT NAME
62	ATHLETICS
102	ATHLETICS MEDIA RELATIONS
13	BAND
126	BARC (BULLDOG ACHIEVEMENT)
63	BARKSDALE CENTER
36	BIOLOGICAL SCIENCES
116	BIOMEDICAL ENGINEERING
78	BOOKSTORE
87	CAMPUS ENGINEER
11	CAREER CENTER
110	CENIT
131	CENTER FOR INSTRUCTIONAL TECH
49	CHEMICAL ENGINEERING
28	CHEMISTRY
50	CIVIL ENGINEERING
81	CLINICAL LAB SCI/BACTERIOLOGY
37	COB, DEAN'S OFFICE
124	COMPUTER SCIENCE
57	COMPUTING CENTER
96	CONTINUING EDUCATION
43	CURRICULUM, INST.& LEADERSHIP
90	DAIRY CATTLE
71	DAIRY PROCESSING PLANT
109	DISABILITY SERVICES
111	ECONOMIC DEVELOPMENT

DEPT #	DEPARTMENT NAME
42	EDUCATION ADMINISTRATION
51	ELECTRICAL ENGINEERING
48	ENGINEERING ADMINISTRATION
29	ENGLISH
21	ENROLLMENT MANAGEMENT
14	ENVIRONMENTAL SAFETY
117	EQUINE SCIENCE
58	FARM LIVESTOCK
91	FARM MACHINERY
12	FINANCIAL AID
6	FINANCE/COMPTROLLER
77	FOOD SERVICE
104	FOREIGN LANGUAGES
25	FORESTRY
18	GENERAL TRAVEL
105	GEOSCIENCES
94	GOLF COURSE
93	GRADUATE SCHOOL
68	HEALTH CENTER
115	HEALTH INFORMATION MANAGEMENT
30	HISTORY
122	HONORS PROGRAM
89	HOUSING
55	HUMAN ECOLOGY
88	HUMAN RESOURCES

DEPT #	DEPARTMENT NAME
52	INDUSTRIAL ENGINEERING
101	INFORMATION SYSTEMS
100	INSTITUTIONAL RESEARCH
82	INSTITUTE ON BLINDNESS
4	INTERNAL AUDITOR
119	INTERNATIONAL STUDENT OFFICE
84	JOURNALISM
46	KINESIOLOGY
108	KLPI
26	LIBERAL ARTS ADMIN
107	LIBERAL ARTS/RESEARCH
60	LIBRARY
31	MATH & STATISTICS
53	MECHANICAL ENGINEERING
24	MICROMANUFACTURING
32	MUSIC
59	NUCLEAR CENTER
67	NURSING
17	OFFICE SERVICES
128	PERFORMING ARTS
64	PHYSICAL PLANT
33	PHYSICS
65	PLANT STORES
103	POST OFFICE
80	PRESIDENT'S HOME

DEPT #	DEPARTMENT NAME
1	PRESIDENT'S OFFICE
83	PROFESSIONAL AVIATION
73	PROPERTY OFFICE
45	PSYCHOLOGY/BEHAVIORAL SCI
5	PURCHASING
15	RECREATIONAL ACTIVITIES
7	REGISTRAR
61	REGISTRATION CENTER
47	REHABILITATION SCIENCE
85	RESEARCH AND DEVELOPMENT
113	ROPP CENTER
130	RURAL DEVELOPMENT CTR
92	SCI TECH - IDEA PLACE
129	SHREVEPORT CENTER
35	SPEECH
102	SPORTS INFORMATION
8	STUDENT AFFAIRS,VP
79	STUDENT CENTER/KENNEL
99	STUDENT GOVERNMENT ASSN.
9	STUDENT LIFE
10	STUDENT SERVICES
54	TECH POINTE
106	TECHNICAL SERVICES
125	TECHNOLOGY BUSINESS CENTER
16	TELECOMMUNICATIONS

DEPT #	DEPARTMENT NAME
74	THEATER
75	TOLLIVER
76	TRENCHLESS TECHNOLOGY
114	UNION BOARD
86	UNIV. ADVANCEMENT,VP/ALUMNI
72	UNIVERSITY COMMUNICATIONS
66	UNIVERSITY POLICE
127	UNIVERSITY RESEARCH

Policy 5306 - Property Location Index

Revision Date: 9/16/2016

Responsible Office: Property Officer

PROPERTY LOCATION INDEX SORTED BY BUILDING NAME

BUILDING	FLOOR	CODE
A E PHILLIPS LAB SCHOOL	---	6901
ADAMS CLASSROOM	---	2601
ADAMS HALL	BASEMENT	2502
	1ST FLOOR	2503
	2ND FLOOR	2504
	3RD FLOOR	2505
	ATTIC 2501	
ADVANCED STUDIES LAB 1-2	1ST FLOOR	4501
	ATTIC	4502
ADVANCED STUDIES LAB 3-4	1ST FLOOR	4601
	ATTIC	4602
ADVANCED STUDIES LAB 5-6	1ST FLOOR	4701
	ATTIC	4702
ADVANCED STUDIES LAB 7-8	1ST FLOOR	4801
	ATTIC	4802
ADVANCED STUDIES LAB 9-10	1ST FLOOR	4901
	ATTIC	4902

BUILDING	FLOOR	CODE
AGRICULTURAL ENGR MACHINERY BLDG	---	8003
ART/ARCHITECTURE WORKSHOP	---	1404
ASWELL HALL	BASEMENT	1301
	1ST FLOOR	1302
	2ND FLOOR	1303
	3RD FLOOR	1304
	ATTIC	1305
BAND BUILDING	1ST FLOOR	6801
	2ND FLOOR	6802
BARKSDALE AFB	---	2201
BIOMEDICAL ENGINEERING BUILDING	1ST FLOOR	2101
	2ND FLOOR	2102
	3RD FLOOR	2103
BOGARD HALL	1ST FLOOR	1501
	2ND FLOOR	1502
	3RD FLOOR	1503
	ATTIC	1504
BOOKSTORE	BASEMENT	6701
	1ST FLOOR	6702
BUSINESS BUILDING	1ST FLOOR	4101
	2ND FLOOR	4102
	3RD FLOOR	4103
CAMD CENTER-BATON ROUGE	---	8615

BUILDING	FLOOR	CODE
CARSON TAYLOR HALL	EQUIPMENT BLDG	3600
	1ST FLOOR	3601
	2ND FLOOR	3602
	3RD FLOOR	3603
	SOLVENTS BLDG	3604
CARUTHERS COMMON A	1ST FLOOR	5611
	2ND FLOOR	5612
	3RD FLOOR	5613
CARUTHERS COMMON B	1ST FLOOR	5621
	2ND FLOOR	5622
	3RD FLOOR	5623
CARUTHERS COMMON C	1ST FLOOR	5631
	2ND FLOOR	5632
	3RD FLOOR	5633
CARUTHERS COMMON D	1ST FLOOR	5641
	2ND FLOOR	5642
	3RD FLOOR	5643
COTTINGHAM HALL	1ST FLOOR	2701
	2ND FLOOR	2702
DAIRY CREAMERY	---	3301
DAIRY COMPLEX	---	8203
DAVISON ATHLETIC COMPLEX	1ST FLOOR	3011
	2ND FLOOR	3012
	3RD FLOOR	3013
DAVISON HALL	1ST FLOOR	701
	2ND FLOOR	702
	3RD FLOOR	703

BUILDING	FLOOR	CODE
DEMONSTRATION FARMS RUSTON STATE SCHOOL	---	8024
DUDLEY HALL	BASEMENT	3201
	1ST FLOOR	3202
	2ND FLOOR	3203
	3RD FLOOR	3204
	ATTIC	3205
DUMMY LOCATION (CODE TO INDICATE ITEMS NOT LOCATED)	---	99--
EARLY CHILDHOOD ED. CTR	---	550
ECONOMIC DEVELOPMENT	---	111
ENGINEERING ANNEX	1ST FLOOR	2301
	2ND FLOOR	2302
	ATTIC	2303
ENGINEERING RESEARCH LAB	---	8004
ENTERPRISE CENTER	---	8202
ENVIRONMENTAL SAFETY BLDG	---	8700
EQUINE CENTER	---	8601
F JAY TAYLOR VISUAL ARTS CENTER	1ST FLOOR	801
	BASEMENT	802
FARM-PASTURES	---	8021

BUILDING	FLOOR	CODE
FARM-SALES ROOM	---	8205
FORESTRY LAB	1ST FLOOR	5201
	ATTIC	5202
FORESTRY STORAGE A	---	7908
GEORGE T MADISON HALL	BASEMENT	5701
	1ST FLOOR	5702
	2ND FLOOR	5703
	3RD FLOOR	5704
GLENWOOD REGIONAL MEDICAL CENTER-WEST MONROE	---	8609
GOLF COURSE	---	8201
GRAHAM HALL	BASEMENT	4300
	1ST FLOOR	4301
	2ND FLOOR	4302
	3RD FLOOR	4303
GREENHOUSE	---	7807
HALE HALL	BASEMENT	101
	1ST FLOOR	102
	2ND FLOOR	103
	ATTIC	104
HARPER HALL	1ST FLOOR	5001
	2ND FLOOR	5002
	3RD FLOOR	5003
	4TH FLOOR	5004
	5TH FLOOR	5005
	6TH FLOOR	5006
	7TH FLOOR	5007

BUILDING	FLOOR	CODE
	8TH FLOOR	5008
	ROOF	5009
HAY STORAGE/FEED BARN	---	8014
HIDEAWAY PARK	---	8501
HOWARD CENTER	BASEMENT	1601
	1ST FLOOR	1602
	2ND FLOOR	1603
	ATTIC	1604
HUTCHESON COMMON A	1ST FLOOR	5111
	2ND FLOOR	5112
	3RD FLOOR	5113
HUTCHESON COMMON B	1ST FLOOR	5121
	2ND FLOOR	5122
	3RD FLOOR	5123
HUTCHESON COMMON C	1ST FLOOR	5131
	2ND FLOOR	5132
	3RD FLOOR	5133
HUTCHESON COMMON D	1ST FLOOR	5141
	2ND FLOOR	5142
	3RD FLOOR	5143
HUTCHESON COMMON E	1ST FLOOR	5151
	2ND FLOOR	5152
	3RD FLOOR	5153
HUTCHESON HALL	1ST BASEMENT	5101
	LEVEL	5102

BUILDING	FLOOR	CODE
	2ND BASEMENT	5103
	LEVEL	5104
	1ST FLOOR	5105
	2ND FLOOR	5106
	3RD FLOOR	
INSTITUTE FOR MICROMANUFACTURING	4TH FLOOR	
	1ST FLOOR OFFICE	601
	2ND FLOOR	602
	OFFICE	603
	LAB LEVEL	604
J C LOVE BASEBALL STADIUM	CLEAN ROOM	
	---	7505
JENKINS COMMON A	1ST FLOOR	3711
	2ND FLOOR	3712
	3RD FLOOR	3713
JENKINS COMMON B	1ST FLOOR	3721
	2ND FLOOR	3722
	3RD FLOOR	3723
JENKINS COMMON C	1ST FLOOR	3731
	2ND FLOOR	3732
	3RD FLOOR	3733
JENKINS COMMON D	1ST FLOOR	3741
	2ND FLOOR	3742
	3RD FLOOR	3743
JENKINS HALL	BASEMENT	3701
	1ST FLOOR	3702
	2ND FLOOR	3703
	3RD FLOOR	3704
	ATTIC	3705

BUILDING	FLOOR	CODE
JOE AILLET FIELD HOUSE	1ST FLOOR	1001
	2ND FLOOR	1002
JOE AILLET STADIUM-FOOTBALL	1ST FLOOR	1101
	STORAGE	1102
	UPPER LEVEL	1103
KEENY HALL	1ST FLOOR	1201
	2ND FLOOR	1202
	3RD FLOOR	1203
	4TH FLOOR	1204
	ATTIC	1205
KIDD COMMON A	1ST FLOOR	5551
	2ND FLOOR	5552
KIDD COMMON B	1ST FLOOR	5561
	2ND FLOOR	5562
	3RD FLOOR	5563
KIDD COMMON C	1ST FLOOR	5571
	2ND FLOOR	5572
LAMBRIGHT INTRAMURAL CENTER	---	8602
LATH HOUSE	---	7910
LINCOLN PARISH MUSEUM	---	8401
LOMAX HALL	---	8606
LOMAX STORAGE BLDG	---	8610

BUILDING	FLOOR	CODE
LOS ALAMOS RESEARCH CTR	PHYSICS	8620
LSU MEDICAL CTR-SHREVEPORT	---	8101
MACHINE SHED	---	8005
MACHINE STORAGE BLDG	1ST FLOOR	8001
	2ND FLOOR	8002
MARBURY ALUMNI CENTER	1ST FLOOR	7201
	ATTIC	7202
MCFARLAND COMMON A	1ST FLOOR	3811
	2ND FLOOR	3812
	3RD FLOOR	3813
MCFARLAND COMMON B	1ST FLOOR	3821
	2ND FLOOR	3822
	3RD FLOOR	3823
MCFARLAND COMMON C	1ST FLOOR	3831
	2ND FLOOR	3832
	3RD FLOOR	3833
MCFARLAND HALL	BASEMENT	3801
	1ST FLOOR	3802
	2ND FLOOR	3803
	3RD FLOOR	3804
	ATTIC	3805
MEATS LABORATORY	---	8207

BUILDING	FLOOR	CODE
MEMORIAL GYM	1ST FLOOR	3001
	2ND FLOOR	3002
	3RD FLOOR	3003
METHODIST CHILDRENS HOME	---	8612
MINDEN MEDICAL CENTER	---	202
MITCHELL HALL	1ST FLOOR	4401
	2ND FLOOR	4402
	3RD FLOOR	4403
	4TH FLOOR	4404
NANOPULSE CENTER	---	8204
NEILSON HALL	1ST FLOOR	6501
	2ND FLOOR	6502
	3RD FLOOR	6503
	4TH FLOOR	6504
	5TH FLOOR	6505
	6TH FLOOR	6506
	7TH FLOOR	6507
	8TH FLOOR	6508
	9TH FLOOR	6509
	10TH FLOOR	6510
	11TH FLOOR	6511
NETHKEN HALL	1ST FLOOR	5801
	2ND FLOOR	5802
PAVILION	---	8208
PIERCE HALL	BASEMENT	3901
	1ST FLOOR	3902

BUILDING	FLOOR	CODE
	2ND FLOOR	3903
	3RD FLOOR	3904
	ATTIC	3905
PHYSICAL PLANT BUILDINGS:		
AUTO SERVICE CENTER	---	7402
EQUIPMENT AREA	---	7401
GROUNDS SHOP	---	2901
MACHINE SHOP/CUSTODIAL	---	8613
MOTOR POOL	---	7101
OFFICE AND WAREHOUSE	---	7601
SERVICE SHOP	---	1401
STORAGE AREA (BUTLER BLDG)	---	3501
STORAGE AREA (GREEN BLDG)	---	7602
POWER PLANT	BASEMENT	1801
	1ST FLOOR	1802
	2ND FLOOR	1803
PRESIDENT'S HOME	1ST FLOOR	7701
	2ND FLOOR	7702

BUILDING	FLOOR	CODE
PROFESSIONAL AVIATION-AIRPORT	---	7501
PROPERTY - GILMAN STREET	---	8608
REESE HALL	BASEMENT	2001
	1ST FLOOR	2002
	2ND FLOOR	2003
	ATTIC	2004
REHABILITATION SCIENCE BLDG	1ST FLOOR	401
	2ND FLOOR	402
	3RD FLOOR	403
	4TH FLOOR	404
RESEARCH PARK OBSERVATORY	---	7907
RICHARDSON HALL	1ST FLOOR	2801
	2ND FLOOR	2802
	ATTIC	2803
ROBINSON HALL	BASEMENT	1901
	1ST FLOOR	1902
	2ND FLOOR	1903
	3RD FLOOR	1904
	ATTIC	1905
ROPP CENTER	BASEMENT	301
	1ST FLOOR	302
	2ND FLOOR	303
	ATTIC	304
SAWMILL	---	7901
SHREVEPORT CENTER	---	901

BUILDING	FLOOR	CODE
SOFTBALL FIELDS	---	8605
SOUTH HALL	1ST FLOOR	2401
	2ND FLOOR	2402
	ATTIC	2403
STUDENT CENTER	BASEMENT	4001
	1ST FLOOR	4002
	2ND FLOOR	4003
SUTTON COMMON A	1ST FLOOR	5501
	2ND FLOOR	5502
	3RD FLOOR	5503
SUTTON COMMON B	1ST FLOOR	5511
	2ND FLOOR	5512
SUTTON COMMON C	1ST FLOOR	5521
	2ND FLOOR	5522
SUTTON COMMON D	1ST FLOOR	5531
	2ND FLOOR	5532
	3RD FLOOR	5533
SUTTON COMMON E	1ST FLOOR	5541
	2ND FLOOR	5542
	3RD FLOOR	5543
T H HARRIS BUILDING-HOUSING	1ST FLOOR	3101
	ATTIC	3102
TECH POINTE	1ST FLOOR	951
	2ND FLOOR	952
	3RD FLOOR	953

BUILDING	FLOOR	CODE
THATCHER COMMON A	1ST FLOOR	5581
	2ND FLOOR	5582
	3RD FLOOR	5583
THATCHER COMMON B	1ST FLOOR	5591
	2ND FLOOR	5592
THOMAS ASSEMBLY CENTER	ARENA LEVEL	8301
	CONCOURSE	8302
	LEVEL	8303
	MECHANICAL LEVEL	
TOLLIVER	BASEMENT	1701
	1ST FLOOR	1702
	ATTIC	1703
TRENCHLESS TECHNOLOGY RESEARCH FACILITY	---	222
UNIVERSITY HALL	1ST FLOOR	155
	2ND FLOOR	156
WOODARD HALL	1ST FLOOR	4201
	2ND FLOOR	4202
WYLY TOWER	1ST FLOOR	501
	2ND FLOOR	502
	3RD FLOOR	503
	4TH FLOOR	504
	5TH FLOOR	505
	6TH FLOOR	506
	7TH FLOOR	507
	8TH FLOOR	508
	9TH FLOOR	509

BUILDING	FLOOR	CODE
	10TH FLOOR	510
	11TH FLOOR	511
	12TH FLOOR	512
	13TH FLOOR	513
	14TH FLOOR	514
	15TH FLOOR	515
	16TH FLOOR	516
	BASEMENT	517
	ROOF	518

PROPERTY LOCATION INDEX SORTED BY LOCATION
NUMBER

BUILDING	FLOOR	CODE
HALE HALL	BASEMENT	101
	1ST FLOOR	102
	2ND FLOOR	103
	ATTIC	104
ECONOMIC DEVELOPMENT	---	111
UNIVERSITY HALL	1ST FLOOR	155
	2ND FLOOR	156
MINDEN MEDICAL CENTER	---	202
TRENCHLESS TECHNOLOGY RESEARCH FACILITY	---	222
ROPP CENTER	BASEMENT	301
	1ST FLOOR	302
	2ND FLOOR	303
	ATTIC	304
REHABILITATION SCIENCE BLDG	1ST FLOOR	401
	2ND FLOOR	402

BUILDING	FLOOR	CODE
	3RD FLOOR	403
	4TH FLOOR	404
WYLY TOWER	1ST FLOOR	501
	2ND FLOOR	502
	3RD FLOOR	503
	4TH FLOOR	504
	5TH FLOOR	505
	6TH FLOOR	506
	7TH FLOOR	507
	8TH FLOOR	508
	9TH FLOOR	509
	10TH FLOOR	510
	11TH FLOOR	511
	12TH FLOOR	512
	13TH FLOOR	513
	14TH FLOOR	514
	15TH FLOOR	515
	16TH FLOOR	516
	BASEMENT	517
	ROOF	518
EARLY CHILDHOOD ED. CTR	---	550
INSTITUTE FOR MICROMANUFACTURING	1ST FLOOR OFFICE	601
	2ND FLOOR	602
	OFFICE	603
	LAB LEVEL	604
	CLEAN ROOM	
DAVISON HALL	1ST FLOOR	701
	2ND FLOOR	702
	3RD FLOOR	703
F JAY TAYLOR VISUAL ARTS CENTER	1ST FLOOR	801
	BASEMENT	802

BUILDING	FLOOR	CODE
SHREVEPORT CENTER	---	901
TECH POINTE	1ST FLOOR	951
	2ND FLOOR	952
	3RD FLOOR	953
JOE AILLET FIELD HOUSE	1ST FLOOR	1001
	2ND FLOOR	1002
JOE AILLET STADIUM-FOOTBALL	1ST FLOOR	1101
	STORAGE	1102
	UPPER LEVEL	1103
KEENY HALL	1ST FLOOR	1201
	2ND FLOOR	1202
	3RD FLOOR	1203
	4TH FLOOR	1204
	ATTIC	1205
ASWELL HALL	BASEMENT	1301
	1ST FLOOR	1302
	2ND FLOOR	1303
	3RD FLOOR	1304
	ATTIC	1305
SERVICE SHOP	---	1401
ART/ARCHITECTURE WORKSHOP	---	1404
BOGARD HALL	1ST FLOOR	1501
	2ND FLOOR	1502
	3RD FLOOR	1503
	ATTIC	1504

BUILDING	FLOOR	CODE
HOWARD CENTER	BASEMENT	1601
	1ST FLOOR	1602
	2ND FLOOR	1603
	ATTIC	1604
TOLLIVER	BASEMENT	1701
	1ST FLOOR	1702
	ATTIC	1703
POWER PLANT	BASEMENT	1801
	1ST FLOOR	1802
	2ND FLOOR	1803
ROBINSON HALL	BASEMENT	1901
	1ST FLOOR	1902
	2ND FLOOR	1903
	3RD FLOOR	1904
	ATTIC	1905
REESE HALL	BASEMENT	2001
	1ST FLOOR	2002
	2ND FLOOR	2003
	ATTIC	2004
BIOMEDICAL ENGINEERING BUILDING	1ST FLOOR	2101
	2ND FLOOR	2102
	3RD FLOOR	2103
BARKSDALE AFB	---	2201
ENGINEERING ANNEX	1ST FLOOR	2301
	2ND FLOOR	2302
	ATTIC	2303

BUILDING	FLOOR	CODE
SOUTH HALL	1ST FLOOR	2401
	2ND FLOOR	2402
	ATTIC	2403
ADAMS HALL	BASEMENT	2501
	1ST FLOOR	2502
	2ND FLOOR	2503
	3RD FLOOR	2504
	ATTIC	2505
ADAMS CLASSROOM	---	2601
COTTINGHAM HALL	1ST FLOOR	2701
	2ND FLOOR	2702
RICHARDSON HALL	1ST FLOOR	2801
	2ND FLOOR	2802
	ATTIC	2803
GROUND'S SHOP	---	2901
MEMORIAL GYM	1ST FLOOR	3001
	2ND FLOOR	3002
	3RD FLOOR	3003
DAVISON ATHLETIC COMPLEX	1ST FLOOR	3011
	2ND FLOOR	3012
	3RD FLOOR	3013
T H HARRIS BUILDING-HOUSING	1ST FLOOR	3101
	ATTIC	3102
DUDLEY HALL	BASEMENT	3201
	1ST FLOOR	3202
	2ND FLOOR	3203
	3RD FLOOR	3204

BUILDING	FLOOR	CODE
	ATTIC	3205
DAIRY CREAMERY	---	3301
STORAGE AREA (BUTLER BLDG)	---	3501
CARSON TAYLOR HALL	EQUIPMENT BLDG	3600
	1ST FLOOR	3601
	2ND FLOOR	3602
	3RD FLOOR	3603
	SOLVENTS BLDG	3604
JENKINS HALL	BASEMENT	3701
	1ST FLOOR	3702
	2ND FLOOR	3703
	3RD FLOOR	3704
	ATTIC	3705
JENKINS COMMON A	1ST FLOOR	3711
	2ND FLOOR	3712
	3RD FLOOR	3713
JENKINS COMMON B	1ST FLOOR	3721
	2ND FLOOR	3722
	3RD FLOOR	3723
JENKINS COMMON C	1ST FLOOR	3731
	2ND FLOOR	3732
	3RD FLOOR	3733
JENKINS COMMON D	1ST FLOOR	3741
	2ND FLOOR	

BUILDING	FLOOR	CODE
	3RD FLOOR	3742
		3743
MCFARLAND HALL	BASEMENT	3801
	1ST FLOOR	3802
	2ND FLOOR	3803
	3RD FLOOR	3804
	ATTIC	3805
MCFARLAND COMMON A	1ST FLOOR	3811
	2ND FLOOR	3812
	3RD FLOOR	3813
MCFARLAND COMMON B	1ST FLOOR	3821
	2ND FLOOR	3822
	3RD FLOOR	3823
MCFARLAND COMMON C	1ST FLOOR	3831
	2ND FLOOR	3832
	3RD FLOOR	3833
PIERCE HALL	BASEMENT	3901
	1ST FLOOR	3902
	2ND FLOOR	3903
	3RD FLOOR	3904
	ATTIC	3905
STUDENT CENTER	BASEMENT	4001
	1ST FLOOR	4002
	2ND FLOOR	4003
BUSINESS BUILDING	1ST FLOOR	4101
	2ND FLOOR	4102
		4103

BUILDING	FLOOR	CODE
	3RD FLOOR	
WOODARD HALL	1ST FLOOR	4201
	2ND FLOOR	4202
GRAHAM HALL	BASEMENT	4300
	1ST FLOOR	4301
	2ND FLOOR	4302
	3RD FLOOR	4303
MITCHELL HALL	1ST FLOOR	4401
	2ND FLOOR	4402
	3RD FLOOR	4403
	4TH FLOOR	4404
ADVANCED STUDIES LAB 1-2	1ST FLOOR	4501
	ATTIC	4502
ADVANCED STUDIES LAB 3-4	1ST FLOOR	4601
	ATTIC	4602
ADVANCED STUDIES LAB 5-6	1ST FLOOR	4701
	ATTIC	4702
ADVANCED STUDIES LAB 7-8	1ST FLOOR	4801
	ATTIC	4802
ADVANCED STUDIES LAB 9-10	1ST FLOOR	4901
	ATTIC	4902
HARPER HALL	1ST FLOOR	5001
	2ND FLOOR	5002
	3RD FLOOR	5003
	4TH FLOOR	5004
	5TH FLOOR	5005

BUILDING	FLOOR	CODE
	6TH FLOOR	5006
	7TH FLOOR	5007
	8TH FLOOR	5008
	ROOF	5009
HUTCHESON HALL	1ST BASEMENT	5101
	LEVEL	5102
	2ND BASEMENT	5103
	LEVEL	5104
	1ST FLOOR	5105
	2ND FLOOR	5106
	3RD FLOOR	
	4TH FLOOR	
HUTCHESON COMMON A	1ST FLOOR	5111
	2ND FLOOR	5112
	3RD FLOOR	5113
HUTCHESON COMMON B	1ST FLOOR	5121
	2ND FLOOR	5122
	3RD FLOOR	5123
HUTCHESON COMMON C	1ST FLOOR	5131
	2ND FLOOR	5132
	3RD FLOOR	5133
HUTCHESON COMMON D	1ST FLOOR	5141
	2ND FLOOR	5142
	3RD FLOOR	5143
HUTCHESON COMMON E	1ST FLOOR	5151
	2ND FLOOR	5152
	3RD FLOOR	5153
FORESTRY LAB	1ST FLOOR	5201
	ATTIC	5202

BUILDING	FLOOR	CODE
SUTTON COMMON A	1ST FLOOR	5501
	2ND FLOOR	5502
	3RD FLOOR	5503
SUTTON COMMON B	1ST FLOOR	5511
	2ND FLOOR	5512
SUTTON COMMON C	1ST FLOOR	5521
	2ND FLOOR	5522
SUTTON COMMON D	1ST FLOOR	5531
	2ND FLOOR	5532
	3RD FLOOR	5533
SUTTON COMMON E	1ST FLOOR	5541
	2ND FLOOR	5542
	3RD FLOOR	5543
KIDD COMMON A	1ST FLOOR	5551
	2ND FLOOR	5552
KIDD COMMON B	1ST FLOOR	5561
	2ND FLOOR	5562
	3RD FLOOR	5563
KIDD COMMON C	1ST FLOOR	5571
	2ND FLOOR	5572
THATCHER COMMON A	1ST FLOOR	5581
	2ND FLOOR	5582
	3RD FLOOR	5583

BUILDING	FLOOR	CODE
THATCHER COMMON B	1ST FLOOR	5591
	2ND FLOOR	5592
CARUTHERS COMMON A	1ST FLOOR	5611
	2ND FLOOR	5612
	3RD FLOOR	5613
CARUTHERS COMMON B	1ST FLOOR	5621
	2ND FLOOR	5622
	3RD FLOOR	5623
CARUTHERS COMMON C	1ST FLOOR	5631
	2ND FLOOR	5632
	3RD FLOOR	5633
CARUTHERS COMMON D	1ST FLOOR	5641
	2ND FLOOR	5642
	3RD FLOOR	5643
GEORGE T MADISON HALL	BASEMENT	5701
	1ST FLOOR	5702
	2ND FLOOR	5703
	3RD FLOOR	5704
NETHKEN HALL	1ST FLOOR	5801
	2ND FLOOR	5802
BOOKSTORE	BASEMENT	6701
	1ST FLOOR	6702
BAND BUILDING	1ST FLOOR	6801
	2ND FLOOR	6802

BUILDING	FLOOR	CODE
A E PHILLIPS LAB SCHOOL	---	6901
MOTOR POOL	---	7101
MARBURY ALUMNI CENTER	1ST FLOOR ATTIC	7201 7202
EQUIPMENT AREA	---	7401
AUTO SERVICE CENTER	---	7402
PROFESSIONAL AVIATION-AIRPORT	---	7501
J C LOVE BASEBALL STADIUM	---	7505
OFFICE AND WAREHOUSE	---	7601
STORAGE AREA (GREEN BLDG)	---	7602
PRESIDENT'S HOME	1ST FLOOR 2ND FLOOR	7701 7702
GREENHOUSE	---	7807
SAWMILL	---	7901
RESEARCH PARK OBSERVATORY	---	7907
FORESTRY STORAGE A	---	7908

BUILDING	FLOOR	CODE
LATH HOUSE	---	7910
MACHINE STORAGE BLDG	1ST FLOOR	8001
	2ND FLOOR	8002
AGRICULTURAL ENGR MACHINERY BLDG	---	8003
ENGINEERING RESEARCH LAB	---	8004
MACHINE SHED	---	8005
HAY STORAGE/FEED BARN	---	8014
FARM-PASTURES	---	8021
DEMONSTRATION FARMS RUSTON STATE SCHOOL	---	8024
LSU MEDICAL CTR-SHREVEPORT	---	8101
GOLF COURSE	---	8201
ENTERPRISE CENTER	---	8202
DAIRY COMPLEX	---	8203
NANOPULSE CENTER	---	8204
FARM-SALES ROOM	---	8205
MEATS LABORATORY	---	8207

BUILDING	FLOOR	CODE
PAVILION	---	8208
THOMAS ASSEMBLY CENTER	ARENA LEVEL	8301
	CONCOURSE	8302
	LEVEL	8303
	MECHANICAL	.
	LEVEL	
LINCOLN PARISH MUSEUM	---	8401
HIDEAWAY PARK	---	8501
EQUINE CENTER	---	8601
LAMBRIGHT INTRAMURAL CENTER	---	8602
SOFTBALL FIELDS	---	8605
LOMAX HALL	---	8606
PROPERTY-GILMAN STREET	---	8608
GLENWOOD REGIONAL MEDICAL CENTER-WEST MONROE	---	8609
LOMAX STORAGE BLDG	---	8610
METHODIST CHILDRENS HOME	---	8612
MACHINE SHOP/CUSTODIAL	---	8613
CAMD CENTER-BATON ROUGE	---	8615

BUILDING	FLOOR	CODE
LOS ALAMOS RESEARCH CTR	PHYSICS	8620
ENVIRONMENTAL SAFETY BLDG	---	8700
DUMMY LOCATION (CODE TO INDICATE ITEMS NOT LOCATED)	---	99--

Policy 5307 - Data Sanitization Policy

Effective Date: 9/12/2016

Responsible Office: Property Officer

In compliance with the Office of Technology Services (IT STD 1-17), the University has adopted the following policy related to the removal of security-sensitive data from computer storage devices and electronic media.

Definitions

Data Sanitization is the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media.

Security-sensitive refers to data that are confidential or protected from disclosure by either federal or state laws.

Computer storage devices include personal computers, laptops, computer servers, copiers, fax machines, scanners, tables such as iPads, and VoIP phones, along with other electronic equipment that stores data.

Device refers to any device or system owned, managed, or used to transmit, store, or process data. Examples include, but are not limited to, laptops, desktops, servers, routers, firewalls, smart phones, PDAs, tablets, monitoring systems, printers, fax machines, copiers, or network storage devices.

Electronic media include electronic and storage media, including tapes, disks, CDs, cassettes, DVDs, USB drives, removable storage devices, and portable computing equipment.

Policy

Each University department is responsible for removing security-sensitive data from its computer storage and electronic media devices prior to completing a transfer. The

following procedures are to be followed to comply with this policy. Technical support is available through the University Help Desk.

Procedure for computer storage and electronic media devices declared as surplus equipment:

1. The department erases sensitive data before releasing the device.
2. The Department submits an Equipment Disposition Request using standard property procedures.
3. The Department contacts the Help Desk to have a ticket created for device sanitization or cleaning. The Help Desk will assign the appropriate technician to perform the service.
4. A technician will execute a “disc wiper” program, if necessary, removing all data on internal hard drive(s). The data sanitization will take place where the equipment is currently located or at the Computing Center before the equipment is surplus to the Property warehouse.
5. The method of data sanitization will be determined by following OTS Data Sanitization Standards and Requirements.
6. A data sanitization form complete and signed by the appropriate technician will be kept on file at the Computing Center. A “sanitized for surplus” label completed by the technician must accompany all surplus equipment requiring data sanitization before being surplus to Property.
7. VoIP equipment can be sanitized by the Technical Services/Telecommunications personnel.

Transferring a computer storage device to another department:

1. The Department submits an Equipment Transfer Request using standard property procedures.
2. Prior to physically moving the device, the Department contacts the Help Desk to have a ticket created for device sanitization or cleaning. The Help Desk will assign the appropriate technician to perform the service. **NOTE:** Data cannot be retrieved once a device is sanitized or cleaned.
3. The Property Office will conduct random spot checks of surplus computer storage devices to ensure that the University maintains compliance with this

policy.

The following list includes examples of equipment requiring data sanitization/cleaning prior to being surplus:

CLASS CODE	CLASS CODE	CLASS CODE
ADAPTER, COMPUTER	COMPUTER, ROUTER	PRINTER
ADDRESSOGRAPH	COMPUTER, SCANNER	PRINTER, ACCESSORY
ANALYZER, COMPUTER	COMPUTER, SERVER	PRINTER, BULK/PRINT
ANALYZER, MEDICAL	COMPUTER, SWITCHER	PRINTING EQUIPMENT
ASPIRATOR	COMPUTER, TAP/ DRIVE	READER, MEDICAL
AUDIO VISUAL EQUIPMENT	CONTROLLER, COMPUTER	RECORDER, AUDIO / TV
BLOOD PRESSURE MONITOR	CONTROLLER, MEDICAL	RECORDER, BLOOD PRESSURE
BLOOD TESTING EQUIPMENT	COPPER	RECORDER, CARTRIDGE
BOOK, CHECK UNIT	COUNTER, MEDICAL	RECORDER, DIGITAL
BRAILLE EQUIPMENT	DIAGNOSTIC, LABORATORY	RECORDER, ELECTRONIC
BRAILLE WRITER	DIAGNOSTIC, MEDICAL	RECORDER, LABORATORY
BREATH, TESTING	DIALYSIS EQUIPMENT	RECORDER, MEDICAL
CAMERA	DISPENSER, MEDICAL	RECORDER, PHYSIOLOGICAL
CAMERA, CCTV	DISPLAY UNIT, COMPUTER DATA	RECORDER, TELEPHONE
CAMERA, MEDICAL	DUPICATING, OFFICE EQUIP.	ROBOT EQUIPMENT
CAMERA, SECURITY	DUPICATING, PRINTING EQUIP.	SCANNER, COMPUTER
CAMERA, TV	ECG/ELECTROCARDIOGRAPH EQUIP.	SCANNER, COMPUTER
CAMERA, VIDEO	EEG/ELECTROENCEPHALOGRAPH	SCANNER, MEDICAL
CARDIAC MONITOR	ELECTROSHOCK THERAPY MACHINE	SPEED TESTING EQUIPMENT
CARDIOGRAPH	EMG/ELECTROMYOGRAPH	SPHYGMOMANOMETER
CARDIOSCOPE	ENCODER	SPHEROMETER
CASE, MEDICAL	EYE TESTING EQUIPMENT	STIMULATOR, MEDICAL
CHECK, WRITER	FAT PERCENTAGE INDICATOR	SURVEILLANCE EQUIPMENT
COMMUNICATION EQUIPMENT	FAX MACHINE	TELECOMMUNICATIONS EQUIP.
COMPUTER	FINGERPRINTING EQUIPMENT	TELEPHONE
COMPUTER, SOFTWARE	GLUCOMETER	TELEPHONE ANSWERING EQUIP.
COMPUTER TRAINING EQUIPMENT	HEARING TESTING EQUIPMENT	TELEPHONE EQUIPMENT
COMPUTER, ACCESSORY	HEAD-LOCKING METER	TELEPHONE, INTERCOM / PA
COMPUTER, BRAILLE	IDENTIFICATION SYSTEM	TELEVISION PRODUCTION EQUIP.
COMPUTER, COMPACT DISC	IMAGING EQUIPMENT, MEDICAL	TESTING EQUIPMENT, MEDICAL
COMPUTER, COMPONENTS	IMAGING EQUIPMENT, OFFICE	TONOMETER
COMPUTER, DATA PROCESSING	INCUBATOR, MEDICAL	TRACKING SYSTEM
COMPUTER, DISK DRIVE	INTOXICATOR	TRACKING SYSTEM, REMOTE
COMPUTER, DISK STORAGE	IV PUMP	TRANSMITTER, MEDICAL
COMPUTER, DOCUMENT FEEDER	LABELLING EQUIPMENT	TRANSCRIBER
COMPUTER, DRIVE	LABORATORY EQUIPMENT	TRANSDOMETER
COMPUTER, EQUIPMENT	MEDICAL EQUIPMENT	TYPEWRITER
COMPUTER, HANDHELD	METER, MEDICAL	ULTRA SOUND, CARDIAC
COMPUTER, LAPTOP	MICROFICHE READER	ULTRASOUND EQUIPMENT
COMPUTER, LASER DISK	MONITOR, MEDICAL	X-RAY EQUIPMENT
COMPUTER, LCD PROJECTION	NAVIGATION EQUIPMENT	X-RAY EQUIPMENT ACCESSORY
COMPUTER, MAIN RAM	PHYSIOGRAPH	
COMPUTER, MEDICAL	PLOTTER	
COMPUTER, MOBILE DATA UNIT	POLYGRAPH EQUIPMENT	

Policy 2302 - Campus Computer Use Policy

Revision Date: 9/12/2016

Responsible Office: Computing Center

The computing facilities at Louisiana Tech are provided for the use of Louisiana Tech students, faculty, and staff in support of the programs of the University. All students, faculty, and staff are responsible for ensuring that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

The following policies relate to their use:

1. Computer facilities and accounts are owned by the University and are to be used for University-related activities only. All access, including University computing and cloud services to central computer systems and the issuing of passwords, must be approved through the Computing Center. All access to departmental computer systems or University cloud-based services must be approved by the department head or an authorized representative.
2. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-University related business. Incidental use of computer communications facilities by members of the faculty and staff for the purpose of creating and maintaining job efficiency and harmonious working relationships is consistent with this policy.
3. An account assigned to an individual by the Computing Center or a department must not be used by others without explicit permission from the instructor or administrator requesting the account and by the Computing Center or department assigning the account. The individual is responsible for the proper use of the account, including proper password protection.
4. Students and employees should have no expectation of privacy when utilizing

University computing resources. The University reserves the right to inspect, without notice, the contents of computer files, regardless of medium, the contents of electronic mailboxes, the contents of cloud-based storage, systems output regardless of medium, and to monitor network communication when:

- it is considered reasonably necessary to maintain or protect the integrity, security, or functionality of University or other computer resources or to protect the University from liability;
- there is reasonable cause to believe that the user has violated the Campus Computer Use Policy or otherwise misused computing resources;
- an account appears to be engaged in unusual or unusually excessive activity; or,
- it is otherwise required or permitted by law.

Such inspection or monitoring may be conducted only by authorized personnel for compelling business or security reasons and only with the approval of the President or the following designees:

- for faculty members, the Vice President for Academic Affairs;
- for staff members, the Assistant Vice President for Finance and Comptroller; or
- for students, the Vice President for Student Advancement. (Adopted 4/9/01)

5. Electronic communications facilities (such as electronic mail, WWW home pages, USENET newsgroups, etc.) are for University-related activities only. Fraudulent, harassing, or obscene messages and/or other materials are not to be posted, sent, or stored. (In regard to Social Media, please refer to Policy 1308-Online Social Media Usage Policy).
6. No one may deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any University computer system.

7. Loopholes in computer security systems or knowledge of a special password must not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.
8. Materials protected by copyright are not to be copied from, into, or by using campus computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such materials may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department. Materials would include, but not be limited to, software, audio, image, video, and test data.
9. All licensed computer software must be installed by an approved designee as identified in the college or administrative division. Software licenses must be maintained in the department or unit office and available for inspection. **The installation and use of unlicensed computer software is in violation of University policy.** University employees who violate this policy are subject to disciplinary action and fines. *(Adopted 7/6/01)*
10. Louisiana Tech will address and resolve issues of copyright infringement and has implemented preventive measures **to educate and to ensure proper use of peer-to-peer (P2P) applications** on the campus network and in residential housing. **When a P2P Copyright Violation Notice is received,** (1) The user is identified by examination of log records for the specified IP address and timestamp, (2) Violation details are stored in a database, (3) The user is notified by e-mail and sent a copy of the notice (Students: RIAA notice - user receiving additional notices referred to the Office of Student Conduct and Academic Integrity, a hold placed on registration, and computing privileges suspended; MPAA notice - user referred to the Office of Student Conduct and Academic Integrity, a hold placed on registration, and computing privileges suspended. Employees: notice forwarded to employee and to the immediate supervisor and the Vice President for Academic Affairs).

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate faculty, supervisors, department heads, Computing Center staff, and Vice Presidents.

The appropriate administrative staff or supervising department head will judge an offense as either major or minor. A first minor offense will normally be dealt with by the Computing Center administrative staff or supervising department head after consultation with the instructor or administrator requesting the account. Additional offenses will be regarded as major offenses. Appeals relating to minor offenses may be made to the supervising Vice Presidents. Major offenses will be dealt with by the supervising Vice Presidents.

Violations of the policies will be dealt with in the same manner as violations of other University policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the University, and legal action.

Violations of some of the above policies may constitute a criminal offense. Individuals using campus computing facilities should be familiar with the current Louisiana Revised Statutes 14:73 and its sub-parts, Computer Related Crimes (*Adopted 1997*).

Policy 5408 - Vehicle Use Policy

Effective Date: 11/21/2007

Responsible Office: Vice President for Finance and Administration

No person may operate a University vehicle unless they are an employee of Louisiana Tech University authorized by their immediate supervisor. No employee may operate a University vehicle unless they have met the conditions of the University Driver Safety Program.

No person may be transported in a University vehicle unless they meet the conditions described herein. Persons being transported must be on official University business, must be either an employee of the State of Louisiana, a student of the University or otherwise listed on an approved travel authorization.

No University vehicle owned or leased shall be used for any purpose other than performing official state business. The personal use of a University owned or leased vehicle is prohibited.

Home storage of University vehicles is prohibited. When not away from Ruston on trips, vehicles must be parked on-campus.

All drivers of University vehicles are responsible to ensure that they are familiar with the vehicle and can safely operate the vehicle prior to vehicle use. Drivers must obey all traffic laws and not drive if they are impaired in any way.

Drivers are responsible for daily completion of state vehicle log. Department Heads assigned vehicles are responsible for reviewing vehicle logs.

University Fuelman or Courtesy Cards can only be used to purchase gasoline or other vehicle related expenses for University Vehicles. These cards can not be used for vehicles not owned or leased by Louisiana Tech University. Department heads are responsible for reviewing Fuelman reports and other invoices for compliance with these and other Purchasing policies.

Keys are not to be left in vehicles when unattended.

Employees must have approval from their immediate supervisor to utilize vehicles owned or leased by the University.

All vehicles must be included on the University Physical Inventory. Property Custodians are responsible for completing and maintaining preventive maintenance records for the vehicle. All vehicles are to be maintained per recommended maintenance schedule.

In case of an accident, department heads are responsible for obtaining a Police Accident Report, ensuring that the Office of Risk Management Accident Report is completed and investigating the accident to ensure that the employee was authorized to drive the vehicle and was on official business at the time of the accident.

Should an employee cause an accident and it is determined that he or she was on personal business and not acting in the course and scope of their employment at the time of the accident, then the State will only pay the mandatory minimum insurance requirements. Losses greater than the mandatory minimum may become the responsibility of the driver. The State may pursue reimbursement for insurance payments for accidents occurring when on personal business.

Appendix C

Louisiana Tech University

Departmental Vault and Safe Control

This policy provides guidelines for the safeguarding of cash and non-cash items secured in a departmental vault or safe.

Policy:

1. All University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with the Cashiers Office.

The policy and procedures regarding cash handling are outlined in [Policy 5404](#) of the online Louisiana Tech University Policies and Procedures at <http://www.latech.edu/administration/policies-and-procedures>.

All departments that collect cash or checks on a regular basis should have a vault, safe, or other secure locked location to secure University assets or make a daily deposit of funds. Departments handling limited cash or checks should make timely deposits to avoid the storing of University assets overnight.

2. Vault combinations:
 - Each department with a vault or safe should assign one person in the department as the vault/safe custodian and at least one individual as the backup custodian. These individuals should safeguard the combination to the vault or safe.
 - The combination should be changed periodically and whenever an employee who has the vault combination separates from the University, transfers to another department, or changes job duties. Such action should be taken in a timely manner.
3. Vault Keys (if applicable):
 - Each department should assign one or more persons in the department responsibility for the key to the vault. These individuals should safeguard these keys at all times.
 - Whenever an employee who has the vault combination separates from the University, transfers to another department, or changes job duties the vault key must be returned to the department head. Any extra keys must be kept in a secure location.
4. Alarm System (if applicable):
 - Departments with vaults/safes maintaining larger operating cash funds and daily receipts prior to a deposit should periodically review the need for an alarm control system. Major vault and cash handling areas should consider the need for a video camera security system and a silent “hold

up” alarm for additional security and safety of the University assets and the employees.

- For departments with an alarm system, access to alarm codes should be carefully controlled by the department and the employee. Each department should assign one or more persons in the department responsibility for the access code to the alarm. These individuals should safeguard the codes at all times.
- Whenever an employee who has the alarm system access code separates from the University, transfers to another department, or changes job duties the access code should be deactivated.

5. The Vault/Safe Custodian is responsible for the following:

- Assuring that the university assets are secured in the vault or safe.
- Assuring that the vault is not left unattended while it is open.
- Assuring that the vault is locked at all times when not in use.
- Maintaining a log or register of transactions.
- Reconciling the vault cash on a regular basis. In the event that assets are found missing, the department head must be notified immediately.
- Forwarding vault reconciliations should be forwarded to the department head for review.

6. The department head or the internal auditor will periodically perform a random (unannounced) vault reconciliation.

Appendix D

**Louisiana Tech University
Office of the Comptroller
Cash Handling and Vault Procedures**

CASH HANDLING PROCEDURES

1. Verify that your money box is locked each morning when you remove it from the cash vault.
2. Lock your money box every time it is left unattended for any reason. The box should always be locked while you are on lunch break, out of the office, or away from your work area.
3. Keep your keys safeguarded at all times. Your keys should not be given to anyone without verifying the appropriate reason (see vault procedure below). When leaving the office, always take your keys with you. You are also responsible for safeguarding your keys outside the office.
4. Never allow anyone else (employee or otherwise) to have access to your money box without your permission and oversight. The exception is the periodic cash count performed as a part of our regular internal control procedures by another employee in the Comptroller's Office.
5. Cash should never be left unattended at any time for any reason. If you must leave the office/area while cash is outside your money box, you must notify another cashier.
6. Safeguard the money bag to the bank at all times. Verify that the bank bag is locked before giving it to the police officer and upon receipt from the officer. A Cashier and the police officer must sign the bank bag log each time the bag is sent to the bank and is returned to the office. The bag should be opened as soon as possible and any cash should be counted and recorded in the Cashier's work. Discrepancies should be reported to the receipts supervisor and all tapes, money bands, etc. retained.
7. Count any cash received at the window while the customer is present. If this is not possible, the cash should be counted as soon as possible, and the receipt written. The customer and cash receipts supervisor should be notified immediately of any discrepancy.
8. Realize that you are responsible for verifying that your money box is counted, balanced, locked, and placed in the money safe prior to departure each day.
9. Be alert to your surroundings and notify your supervisor or Comptroller if you observe any wrongdoing, transaction, or activity that makes you uncomfortable or seems out of the ordinary.

10. In case of a robbery, look for an opportunity to safely press the alarm button and notify the police as soon as it is safe. During a robbery, you should never take any action that could cause harm to yourself or a co-worker.

VAULT PROCEDURES

1. At least two employees must be present each time the double-locked door to the vault is opened. Never give your keys to another employee without verifying that there is a second person available to accompany them to the vault. The two people should be full-time employees of the Comptroller's Office. If two employees are not available, a student employee may accompany a full-time employee to the vault.
2. Two employees should always remain in the vault once the double-locked door has been opened. Never leave one person unaccompanied in the vault.
3. Two employees must sign the vault log when money is added to or removed from the safe. Both employees that sign the log must be present in the vault at the time of the transaction.
4. Two employees must be present when removing a check from the vault. Both employees must sign the check log.

.....

I have reviewed the above Cash Handling and Vault Procedures with my supervisor. I understand these procedures and agree to adhere to them in the performance of my job duties.

Employee

Date

Supervisor

Date

Appropriate Administrator

Date

Appendix E

Purchasing Home

The mission of the Louisiana Tech University Purchasing Department is to procure needed supplies, equipment, and services with maximum value obtained for each dollar expended. All procurement must be in compliance with the appropriate state regulations and provide support for the education, research and public service goals of the University.

Related Links and Resources

- [Louisiana Tech University Purchasing Policy](#)
- [Louisiana State Contracts](#)
- [State Contract \(Computer Items\)](#)
- [Minimum Computer Standards - Established through Computing Center](#)

Contracts for Personal Services, Professional Services, Consulting or Social Services must be routed with a Routing Form and the appropriate Check List (Individual or Business Entity).

- [Professional Services Contract Check List \(OCR\)](#)
 - [Louisiana Tech University Checklist for Individuals performing Personal, Professional, Consulting or Social Services Contracts](#)
 - [Louisiana Tech University Checklist for Business Entities performing Personal, Professional, Consulting or Social Service Contracts](#)
 - [Contract Routing Form](#)
-
- [State of Louisiana Office of Contractual Review](#)
 - [Summary of Ethics Code - Louisiana Board of Ethics](#)

The Code of Governmental Ethics prohibits the Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:

1. the public servant;
2. any member of his immediate family;

3. any person in which he has an ownership interest that is greater than the interest of a general class;
4. any person of which he is an officer, director, trustee, partner, or employee;
5. any person with whom he is negotiating or has an arrangement concerning prospective employment;
6. any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests.

General Purchasing Forms

- [Authorized Dealer Certification](#)
- [Bidder List](#)
- [Bidder Application](#)
- [Copier Cancellation Form](#)
- [Lab Supplies & Equipment](#)
- [LEO - Louisiana Employees Online Training Site](#)
- [Purchasing Card Enrollment](#)
- [Purchasing Card Cardholder Agreement Form](#)
- [Purchasing Card Approver Agreement Form](#)
- [Purchasing Card Charge Change](#)
- [Schedule of Items Page 2](#)
- [Sole Source](#)
- [Specifications for Carpet](#)
- [Supplemental Meal](#)
- [Professional Services Contract - sample](#)
- [P.S. Contract Routing Form](#)
- [Requisition - Fillable](#)
- [Phone Quote Form - Fillable](#)

Policy 5201 - Purchasing Department Purpose

Revision Date: 11/2002

Responsible Office: Purchasing Officer

Reference: LRS 39:1551-1755; LRS 38:2181-2320; Title 34 and Executive Orders

The primary function of the Louisiana Tech University Purchasing Department is to procure needed supplies, equipment, and services with maximum value obtained for each dollar expended. All procurement must be in compliance with the appropriate state regulations and provide support for the education, research and public service goals of the University.

The Purchasing Department of Louisiana Tech University operates in full compliance with the laws and regulations of the State of Louisiana. Purchasing Regulations are contained in Louisiana Revised Statutes 39:1551-1755, Louisiana Revised Statutes 38:2181 - 2320, Executive Orders of the Governor, and the Rules and Regulations promulgated by the Commissioner of Administration in Title 34, part I of the Louisiana Administrative Code.

The University's purchasing regulations apply uniformly to every expenditure of public funds, irrespective of its source, including all forms of federal assistance, as well as all self-generated funds, private gifts and contracts. The University's procurement process fully complies with federal laws and authorized regulations, which are mandatory.

The accompanying Purchasing Handbook has been prepared to assist all Departments in following appropriate procedures for procurement of supplies, equipment, and services as well as compliance with University, State and Federal (if applicable) guidelines.

Questions or comments concerning specific purchasing regulations or procedures should be directed to the Purchasing Office at extension 4205.

Policy 5202 - General Information for Small Purchases

Revision Date: 8/27/2010

Responsible Office: Purchasing Officer

Reference: BJ 2010-16

The majority of a Department's needs should be anticipated in advance so they can take advantage of the bid process or purchase from the state contract. The small purchase should be used for those unforeseen needs.

For purchases under \$5,000, competitive bids are not required, but the purchase price must be competitive and reasonable.

Departments are authorized to make valid University purchases up to \$5,000 within the limitations of their departmental budget. Each department is responsible for insuring fund availability prior to the purchase.

Remember, the individual making the purchase is PERSONALLY RESPONSIBLE FOR THE DEBT. Do not financially obligate yourself or any other staff member by abusing the purchasing delegation by making purchases over \$5,000, artificially separating purchases, exceeding your budget, or otherwise making an improper purchase.

The staff in the Purchasing Office is always willing to work with individuals or department to procure any item that may be needed. Feel free to ask for clarification of the rules and regulations.

Policy 5203 - Basic Purchasing Procedures and Small Purchase Requirements

Revision Date: 8/27/2010

Responsible Office: Purchasing Officer

Reference: BJ 2010-16

PURCHASES UP TO \$5,000

No competitive bidding or purchase order is required. Even though competitive bidding is not required, each department is responsible for obtaining a purchase price that is competitive and reasonable. This purchasing authority is delegated to each budget unit approved by Purchasing. Purchases under \$5,000 must be kept to a minimum and reserved for those unforeseen needs. Advanced planning to consolidate quantities and secure bids will eliminate the overuse of this privilege.

Purchases of \$5,000 or less made on the State of Louisiana LaCarte Purchasing Card are also exempt from the competitive bidding requirements.

The splitting of purchases in order to circumvent the bid law and to stay within the bidding thresholds is not permitted.

All delegated authority is subject to revocation by the purchasing department for over-use or abuse.

PURCHASES OVER \$5,000, but less than \$15,000

1. No competitive process is required for purchases not exceeding five thousand dollars (\$5,000) per single purchase transaction.
2. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding five thousand dollars (\$5,000) but not

exceeding fifteen thousand dollars (\$15,000).

- A. Quotations may be made by telephone, facsimile, or other means and shall be awarded on the basis of the lowest responsive quotation. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business or a small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor; or
- B. Soliciting three quotations may be waived when making purchases from a Small Entrepreneurship or Small and Emerging Business that is currently certified by the Louisiana Department of Economic Development, when the price is determined to be reasonable. Reasonable is a best value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file, or;
- C. Soliciting three quotations may be waived when purchasing in-state. A business analysis must determine that in-state prices are equal or better than two other current price comparisons. Comparisons may include, but are not limited to, state contract prices, General Services Administration (GSA) prices, or similar resources. Comparison documents are to be maintained in the file.

Departments are not permitted to split or artificially divide purchases to circumvent these bid requirements.

PURCHASES OVER \$15,000, but less than \$25,000

The Purchasing Department will send facsimile or written solicitations to at least five (5) bona fide, qualified bidders, two (2) of which must be Certified Small and Emerging Businesses (whenever possible). Facsimile solicitations will allow for bids to be accepted

for a minimum period of five (5) calendar days. Written solicitations will allow for bids to be accepted for a minimum period of ten (10) calendar days.

Solicitations are to be on the Purchasing Department's forms containing complete, competitive specifications, the quantity required, terms and conditions, delivery point and other information sufficient for a supplier to make an acceptable bid.

The Purchasing Department (after receiving award recommendations from issuing department) will review the quotations and place the order with the lowest responsive bidder.

Policy 5204 - Purchase Requirements Over \$25,000

Revision Date: 6/21/2007

Responsible Office: Purchasing Officer

Reference: RS 39:1594

PURCHASES OVER \$25,000

Where the estimated cost of materials, supplies and/or equipment is above \$25,000, an Invitation to Bid (ITB) will be mailed to at least five (5) bona fide prospective bidders.

Sealed bids will be received in the Purchasing Office, and opened publicly at the designated time and place. Generally, a minimum of twenty-one (21) days will be allowed for bids to be received, unless extenuating circumstances exist which allow for a ten (10) day bidding period.

The requesting department will be notified of the assigned bid number and opening date, after which the bids can be picked up for evaluation.

Departments are not permitted to split or artificially divide purchases to circumvent these bid requirements.

Purchases estimated to cost over \$25,000 are to be made by sealed bid after publicly advertising in the official journal of the state (Morning Advocate in Baton Rouge) and in a newspaper in the locality of the budget unit to be served.

Five (5) bona fide, qualified bidders are to be solicited.

Departments are not permitted to split or artificially divide purchases to circumvent these bid requirements.

Policy 5205 - Exceptions to Competitive Bidding

Revision Date: 8/27/2010

Responsible Office: Purchasing Officer

Reference: BJ 2010-16

ITEMS OUTLINED IN BJ 2010-16; SECTION 5

No competitive bidding required for the following:

1. Repair parts for equipment obtained from a Louisiana authorized dealer shall be used if available. This provision does not apply to the stocking of parts;
2. Equipment repairs obtained from a Louisiana authorized dealer shall be used if available;
3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract obtained from a Louisiana authorized dealer shall be used if available;
4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
5. Livestock purchased at public auction;
6. Purchasing or selling transactions between state budget units and other governmental agencies;
7. Publications and/or copyrighted materials purchased directly from the publisher or copyright holder;
8. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders;
9. Public utilities and services provided by local governments;
10. Prosthetic devices, implantable devices, and devices for physical restoration which are not covered by a competitive state contract;
11. Educational training and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies,

including memberships in and accreditations by professional societies and organizations,

except for customized training which is covered under R.S. 39:1481, et seq.;

12. Purchases for clients of blind and vocational rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361, 365, 370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102;
13. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the department's mission, duties and/or functions, with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
14. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars (\$2,500);
15. Working class animals trained to perform special tasks, including, but not limited to, narcotics detection, bomb detection, arson investigation, and rescue techniques;
16. Food, materials, and supplies for teaching and training where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
17. Shipping charges and associated overseas screening and broker fees between international and domestic origins and destinations;
18. Parcel services, including but not limited to Federal Express, United Parcel Service, Airborne Express, and Express Mail;
19. Renewal of termite service contracts;
20. Purchase of supplies, operating services, or equipment for Louisiana Rehabilitation Services, Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this paragraph, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship;

21. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICF/MR facilities;
22. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C. § 107, et seq., and paid from income generated by unmanned vending locations;
23. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;
24. Commercial Internet service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
25. Advertising, where permitted by law and after the head of an agency or designee certifies that specific media is required to reach targeted audiences;
26. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars (\$25,000) per transaction;
27. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media, and/or the purchase of reprints;
28. Livestock sperm and ova;
29. Royalties and license fees for use rights to intellectual property, such as, but not limited to: patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;
30. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etc. not to exceed twenty-five thousand dollars (\$25,000) per transaction;
31. Mailing list rentals or purchases; and
32. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation.

For the following items, telephone or facsimile price quotations shall be solicited, where feasible, to at least three (3) bona fide, qualified vendors. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or serviceconnected disabled veteran-owned small

entrepreneurship:

1. Farm products including, but not limited to, fresh vegetables, milk, eggs, fish, or other perishable foods, when it is determined that market conditions are unstable and the competitive sealed bidding process is not conducive for obtaining the lowest prices.
2. Food, materials, and supplies needed for:
 - a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available; and/or
 - b. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable.
3. Convention and meeting facilities, provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49 – General Travel Regulations.
4. Gasoline and fuel purchases not covered by competitive state contract.
5. Equipment for blind operated facilities not covered by competitive state contract.
6. Feed commodities, including but not limited to soybean meal, cottonseed meal, and oats.
7. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAAcertified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of the Office of Aircraft Services, Division of Administration.
8. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

PURCHASES SPECIFIED IN THE LOUISIANA PROCUREMENT CODE RS 39:1551-1738

State Contract

If a competitive statewide contract exists, items can be purchased without bidding.

Software

Competitive bids are not required for software purchase but must be accompanied by

price documentation. Note: Software and/or Hardware purchases exceeding \$100,000 require processing through the Office of State Purchasing Procurement Support Team.

Sole Source

Sole Source Procurement is permissible only if a requirement is available from a single supplier. If there is more than one potential bidder, it is not a sole source. These purchases are reported annually to the Louisiana State Legislature.

Before a department commits funds or places an order using sole source as a factor, Purchasing must determine and approve. In case of reasonable doubt, competition should be solicited. Any request by a using department that a procurement be restricted to one potential vendor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need as follows:

A. Requirements for Sole Source:

1. Letter or statement from manufacturer stating that they are the sole supplier, &
2. Statement or explanation from Requesting Department as to why no other product will be suitable or acceptable to meet the need. The need must be identified, &
3. Bid or other documentation of price with order information.

B. Examples of circumstances which could necessitate sole source procurement are:

1. Where the compatibility of equipment, accessories or replacement parts is the paramount consideration.
2. Where a sole supplier item is needed for trial use or testing.
3. Procurement of items for resale.
4. Procurement of public utility services.
5. Procurement of registered breeding stock.
6. Livestock may be purchased on a selective basis.

Emergency Purchasing

An emergency condition is a situation that creates a threat to public health, welfare, or safety. The existence of such condition creates an immediate and serious need for

supplies, services, or major repairs that cannot be met through normal procurement methods, and the lack of which would seriously threaten:

1. The function of Louisiana Government;
2. The preservation or protection of property; or
3. The health or safety of any person.

These purchases are reported annually to Louisiana State Legislature.

The emergency quotation tabulation form is used whenever an emergency exists that is justified in accordance with RS 39:1598. A written determination must be made on why an emergency purchase was required and justification if the award was to other than the low bidder.

All vendors contacted must be listed along with the information of unit price, delivery time, terms, and F.O.B. Point. The name and phone number of the person quoting must also be given. Attach the completed form to the requisition and send to Purchasing for the issuance of a purchase order.

If additional forms are needed, please duplicate the sample form. Prior approval from the Purchasing Office is required before telephone quotes will be accepted. Prior approval from the Purchasing Office is required before telephone quotes will be accepted.

Antiques, Used, or Demonstrator Equipment

The purchase of used equipment is discouraged, but if it should be necessary, certain requirements MUST BE MET:

Revised Statute 39:1645 reads as follows and the documents/certifications required should be forwarded to the purchasing department for approval:

Procurement of Used Equipment

- A. Any agency covered by this Chapter may procure any equipment which is used or which has been previously purchased by an individual or corporation where the agency proposing to make such procurement can present satisfactory information to the procurement officer to illustrate that the procurement of said

equipment is **cost effective to the state**.

B. (1) The used equipment shall be purchased by the head of the agency, college, or university, within the price range set by the director of state purchasing, or the directors of purchasing at colleges and universities, in a statement of written approval for the purchase which must be obtained by the head of the agency, college, or university, prior to the purchase.

(2) The head of the agency, college, or university, shall certify in writing to the director of state purchasing, or the directors of purchasing at colleges and universities, all of the following:

- a. The price for which the used equipment may be obtained.
- b. The plan for maintenance and repair of the equipment and the cost thereof.
- c. The savings that will accrue to the state because of the purchase of the used equipment.
- d. The fact that following the procedures set out in the Louisiana Procurement Code will result in the loss of the opportunity to purchase the equipment.”

Policy 5206 - Competitive Bidding

Revision Date: 11/2002

Responsible Office: Purchasing Officer

Reference: LRS 39:1551-1755; LRS 38:2181-2320

A. Regular Bid

Bids are for a particular item or items with specific a quantity. A purchase order is to be issued as soon as bid is awarded. The bid prices are normally firm for 30 days.

B. Annual Bid, Semi-annual or Quarterly Bid

The bid specifications request prices to be firm for a specific period of time, and states the expected quantity of each item to be ordered. Funds are encumbered and usage is processed by partial. Items are only delivered on request. This method requires less paper work and allows the Department to "pick up the phone" and order any of the items on the Purchase Order. The invoice will be paid by the Comptroller's Office without additional paper work. The invoice will be paid by the Comptroller's Office without additional paper work.

C. Blanket Bid

Bids are for pricing only for a specified period of time. The specifications will state that all items may not be ordered. Funds will not be encumbered and goods will not be ordered. A second requisition must be submitted for the items to be ordered. A Purchase Order will then be issued for the requested items. This is used for situations when funds are not available until collected, such as student assessment fee accounts.

BID EVALUATION PROCESS

The departments usually evaluate their own bids and make recommendations as to the bid

award, but the final decision will be by the Purchasing Office.

Beginning with the lowest bid, a determination must be made if the criteria outlined in the ITB was met and the bid is acceptable. If the low bid meets specifications and is acceptable, an indication is made on the summary sheet and the bid can then be awarded.

If the low bid is not acceptable, reasons must be documented and the process is repeated for the next low bid. Red is used to note reasons for rejecting a bid on the summary sheet. A separate memo may also be attached.

No criteria may be used in bid evaluation that are not set forth in the ITB.

Policy 5207 - Purchase Requisitions are not to be Artificially Divided

Revision Date: 8/27/2010

Responsible Office: Purchasing Officer

Reference: LRS 39:1551; BJ 2010-16; LRS 38:2181-2320

In accordance with Executive Order BJ 2010-16, any procurement not exceeding the amount established by executive order of the Governor may be made in accordance with small purchase procedures prescribed by such executive order, except that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

In other words, a department cannot submit two or more requisitions to the same vendor or similar vendors in order to avoid the formal solicitation of competitive sealed bids.

Artificial division of purchases can be outlined as follows:

- Department submitting two or more requisitions to the same vendor, similar vendors, or for like or similar commodities in order to avoid bid requirements or to avoid the formal solicitation of sealed bid.
- Multiple requisitions received in the Purchasing Department on the same day, or within the same week or month to the same vendor, similar vendors or for like or similar commodities.
- Multiple requisitions staggered to arrive in the Purchasing Department with the same requisition date and/or sequential requisition numbers to the same vendor, similar vendors or for like or similar commodities.
- Recurring pattern of requisitioning over the course of a fiscal year for like commodities from the same vendor or similar vendors.

Individual departments will be held accountable to the Legislative Auditors for violations of these regulations.

The Purchasing Department will attempt to enforce these regulations by combining requisitions it interprets in possible violation of the Executive Order. If requisitions are combined by the Purchasing Department, the necessary bids will be solicited unquestioned, unless the requisition is accompanied by a suitable explanation for dividing a purchase.

In a few cases, there are daily or weekly recurrences of small noncompetitive purchases necessary to perform unanticipated remedial maintenance.

Policy 5208 - Specifications

Revision Date: 11/2002

Responsible Office: Purchasing Officer

To provide a common basis for bidding, specifications should set out the essential characteristics of the items being purchased, so that all bidders know exactly what is wanted and can accurately compute their bids. If some essential requirement is left out, the award may be made without determining whether the successful bid meets the needs. The unsuitability of the product purchased may not become apparent until much later. Requiring unnecessary features can also result in restrictive specifications, which is illegal. It can also be defeating. Select wording carefully. Use "shall" when specifications express a requirement binding on either the contractor or the purchaser. Use "should" and/or "may" to express non-mandatory provision.

Three types of specifications:

1. Material Specification - (also referred to as design or descriptive specifications)

It specifies what the product must be. (i.e., all of the physical characteristics of the product; height, weight, surface texture, voltage, etc.)

2. Performance Specification - (also referred to as a functional specification)

It specifies what the product must do. (i.e., all of the performance characteristics of the product without regard to how it is constructed, what size it is, etc.)

3. Combination of Material and Performance Specifications

In many cases, a bid specification falls somewhere in between the performance related and design oriented.

All Specifications Must:

1. Identify the minimum requirements.
2. Allow for competitive bidding.

3. Provide for a just and fair award at the lowest possible cost.

PURCHASE REQUISITION FORM

Forms are available from the Purchasing Office.

These forms are used to request Purchasing to procure materials or services and to request payment for invoices and services.

Policy 5208 - Specifications

Revision Date: 11/2002

Responsible Office: Purchasing Officer

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Policy 5209 - Requisitioning Items for Purchase

Revision Date: 8/27/2010

Responsible Office: Purchasing Officer

Reference: BJ 2010-16

BIDDING

Any item or combination of items whose total value exceeds \$5,000 and is not exempt from bidding must be sent to the required number of vendors for quotations or bids. Requisition must contain a numerical list of desired items with complete specifications. A vendor list should be attached with an estimated total price indicated. It is not necessary to list individual prices.

Exempt items may be purchased without a competitive bid. If there is not a current documentation of price and order information, a quotation will be requested from the specified vendor.

STATE CONTRACT

Items that are on State Contract can be purchased by listing the item, contract number and vendor on the requisition. Contact Purchasing for help in determining this information. The website for Louisiana Office of State Purchasing is: <http://doa.louisiana.gov/osp/osp.htm>

CHECK TO ACCOMPANY ORDER (CTAO)

When a check is required, current documentation of price and order information must be attached to the requisitions. A check can be returned to the department for mailing if requested.

A "mail to" address should be included when items are to be sent directly to the

department.

Memberships, conference fees, registration fees, deposits, airline tickets, etc., must include the information of **WHO, WHAT, WHERE, AND WHEN**.

PAYMENT OF INVOICES - DIRECT CHARGE

Invoices are paid on a requisition when a purchase order was not issued prior to the receipt of the goods. These requisitions are referred to as a Direct Charge and must have the invoice number, invoice date, and the items listed on the invoice. **ONLY ORIGINAL INVOICES** made to LOUISIANA TECH UNIVERSITY will be processed. Packing slips, acknowledgments, copies, or statements will not be accepted.

These requisitions will be processed as a **DIRECT CHARGE** and sent directly to the Comptroller's Office for payment. A Purchase order will not be typed, therefore, the department will not receive the "pink copy" for these charges.

PAYMENT FOR SERVICES

Check to Accompany Order (CTAO) is also used when an invoice does not exist, in cases such as honorariums and professional services. The Professional Services form or contract is used for documentation of price. Stipends are sent directly to the Comptroller's Office and are not processed through Purchasing.

REJECTION OF FORMS

The Purchasing Office normally will reject requisitions and petty cash tickets when:

1. The items are not relevant to the effective operation of the University and do not benefit the State of Louisiana.
2. The requisition is not typed in at least a 10 pitch.
3. Statement, packing slip, or acknowledgment is attached rather than an invoice.
4. The invoice is not an original.
5. The attached invoice is made out to an individual. Invoices must read Louisiana Tech University or Department of _____. Receipts for reimbursement on petty cash can, however, be made out to an individual.

6. The reimbursements are for prospective employees. (Check with the Comptroller for correct procedures.)
7. The forms have insufficient information, such as:
 - A. Required signatures
 - B. Required attachments (meal forms, professional services, travel authorizations, specifications)
 - C. Incomplete specifications.
8. Insufficient funds, incorrect or incomplete code.

SPECIAL INSTRUCTIONS

For travel, honorariums, lodging, prospect's expense, workshops, stipends, and professional services, the following information must be included on the requisition.

WHEN: Dates

WHERE: Places

WHAT: Project or purpose

WHO: List of people involved

SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER

A W9 Form for the payee must also be on file in the Comptroller's Office.

Requisitions must have the following forms attached when applicable:

1. Authorization Form - Professional Services - Consultant - Honorarium
Requisitions for professional services (5070 code) must have the completed form attached as well as the individual's social security number or federal identification number and the complete address.
2. Contract
When the payment for a professional service exceeds \$2,000 a copy of the completed formal contract is required.

3. Supplemental information for food

An approved form must be attached to any requisition for food or meals.

4. Travel Authorization Form

A copy of the **APPROVED** travel authorization form must be attached to any requisition for travel related expenses, including but not limited to, registration fees, lodging costs, deposits and reservations.

MAKE THE REQUISITION **TELL A COMPLETE STORY**

Policy 5210 - Preparing a Requisition

Revision Date: 11/2002

Responsible Office: Purchasing Officer

Requisitions must be submitted with print size at least equivalent to Times Roman 10 pt or Type 10 pitch. Submit the original and a copy to Purchasing and retain another copy for your department files.

SEE EXHIBIT II

A. **DATE:** Enter date the requisition is typed.

B. **DEPARTMENT CHARGE CODE:** Enter complete ten (10) digit expenditure code. (plus grant code if applicable)

C. **DEPARTMENT:** Enter originating department.

D. **CONTACT PERSON:**

Enter name of person with knowledge of the requisition information

E. **PHONE:** Phone number of contact person.

F. **VENDOR OR PAYEE:** Name and address of the vendor or payee that is to receive the check.

G. **ITEM NUMBER:**

Number items in sequence. DOUBLE SPACE BETWEEN EACH, using second sheet if necessary.

H. **INVOICE DATE - INVOICE NUMBER - ITEMIZED AS INVOICED:**

List this information on all Direct Charges. Requisitions must contain each item of the invoice that is to be paid.

I. **COMPLETE SPECIFICATIONS:**

Check to Accompany Order; List sufficient information so vendor will be able to identify items, such as a catalog number, part number, model, etc.

Request for Bids or Quotes; Name the item first, then give DETAILED

specifications. If a brand name is used, the statement "Brand Name" or equal must be added. Details are important, but state only what is necessary to insure the purchase of the quality of merchandise that is desired. The vendor must know what is expected and wanted.

J. QUANTITY:

State quantity to be ordered or that has been ordered. The unit of the item must also be specified such as 1 each, 1 pkg., 1 case, etc.

K. UNIT PRICE AND AMOUNT:

Complete these columns on Direct Charges and Check to Accompany Orders. Please leave this blank on Request for Bids or Quotation.

L. APPROVED BY AND REQUESTED BY:

Signatures are required according to each department's regulations. Some accounts require additional approval, such as University Research. All requisitions must be approved before submitting to Purchasing. Stamped signatures are not acceptable.

Policy 5211 - Bidder List

Revision Date: 11/2002

Responsible Office: Purchasing Officer

See Exhibit V

The requesting department should submit a bidder list with each requisition that requires bidding. The bidder list should provide the following information:

A. ESTIMATED TOTAL AMOUNT:

This is important in determining bid category.

B. VENDOR NAME AND ADDRESS:

List known vendors for items requested, giving complete names, addresses, phone numbers, contact names and fax numbers. Purchasing will delete or add vendors as necessary.

Policy 5212 - Payment Methods

Revision Date: 11/2002

Responsible Office: Purchasing Officer

PURCHASE ORDER

Purchase Orders will only be issued after funds have been approved by the Comptroller's Office. Purchase Order numbers are never assigned in advance.

The Purchase Order is a seven (7) part form; the Vendor copy, Purchasing's file copy, the Comptroller's encumbrance copy, the Department copy and Receiving's three (3) copies. Of Receiving's three (3) copies, one is to be returned to Purchasing when goods are received, one is to be sent to the Comptroller's Office when payment is to be made, and the third is their file copy.

Departments **MUST** call receiving for these copies to be released. Payment cannot be made otherwise.

PETTY CASH

Petty cash forms are available from the Comptroller's office.

Reimbursement by Petty Cash

Reimbursement to an individual for cash payment of purchases on behalf of Louisiana Tech, providing all purchasing requirements were met.

Items purchased under \$15 in the Ruston area are to be paid when purchased.

Instructions for Completion

A. DATE: Date that the form is presented for payment.

B. AMOUNT: Amount to be reimbursed.

There is not a monetary limit that can be reimbursed, but all purchasing rules and regulations apply.

C. CHARGE CODE: Department code to be charged.

D. FOR: Items purchased.

E. APPROVED: Signatures are required according to the regulations of each department and the University.

Special meal forms, travel authorization forms, and professional service forms must be attached, if applicable.

Procedure in Submitting Form For Payment

Attach the original itemized receipt that states vendor name and address, identifies items purchased, gives date purchased and indicated payment was made.

Completed form is to be approved by Purchasing and then presented to Cashier's window in the Comptroller's Office for reimbursement.

Policy 5213 - Reimbursements

Revision Date: 8/25/2016

Responsible Office: Purchasing Officer / Comptroller's Office

1. Under normal circumstances, cash reimbursements on the Petty Cash form will be limited to a maximum of \$50; reimbursements over \$50 will be made by check. Proof of payment from faculty/staff should be attached to a Purchase Requisition with an individual listed as payee. Following the normal procedure, a check will be issued and sent to the individual.
2. The reimbursement form and accompanying paid receipts and/or proof of payment must be presented to Purchasing/Cashier for reimbursement within 60 days of the oldest date on the receipts.
3. Reimbursement requires original receipts; copies will normally be rejected. If proof of payment is to be a check, a copy of the canceled check is acceptable.
4. The receipts accompanying reimbursement must clearly identify what was purchased. The receipt MUST also indicate name and address of the vendor. Charge card statements do not identify the item purchased, therefore are not acceptable without other documentation.
5. Prior to review by the Purchasing Office, all authorized signatures including University Research must be on the form. Departments must also verify that the receipts total the amount of the reimbursement and that the correct account number with the budget object code is used.
6. An appropriate explanation should accompany each reimbursement request and any unusual items should be explained.
7. The Purchasing Office cannot sign petty cash slips as they are hand delivered. Petty cash will be signed in our log book and will be approved within 2 days of receipt of the form. It is the department's responsibility to pick up their petty

cash after the 2-day period. Petty cash cannot cross fiscal years.

8. Petty cash vouchers for the refund of student deposits will be processed directly with the cashier and do not require approval by the Purchasing Office.
9. Duplicate copies of lost petty cash vouchers will not be accepted. Losing a petty cash voucher **will be the same as loss of currency**.
10. Use of campus mail for sending petty cash vouchers to the cashier is discouraged.
11. Business calls placed on home phones are discouraged. If it is necessary, the following will be required:
 - A. Bill must be the original with calls highlighted.
 - B. The name of the person called and the purpose must be listed, legibly.
 - C. An explanation of why it was necessary to use the home phone rather than take advantage of the reduced rates available at the office.

Policy 5215 - Professional Services

Revision Date: 11/2002

Responsible Office: Purchasing Officer

Reference: LRS 39:1481-1526; Title 34, Part V

GENERAL POLICY

The Purchasing Department is charged with administering the rules and regulations adopted by the Louisiana Office of Contractual Review (OCR) for the procurement, management, control and disposition of all professional, personal, consulting, and social services contracts required by University Departments.

Louisiana Revised Statutes Title 39:1481-1526 directly addresses the laws governing Professional, Personal, Consulting, and Social Services Contracts. The official rules and regulations of the Office of Contractual Review appear in Title 34, Part V of the Louisiana Administrative Code.

The Purchasing Department decides all matters of policy relative to professional, personal, consulting, and social services contracts for the University.

Certification:

When submitting a contract to the Purchasing Department, the person initiating the contract must certify in writing the following:

1. Either no employee of our agency is both competent and available to perform the services called for by the proposed contract or the services called for are not the types readily susceptible of being performed by persons who are employed by the state on a continuing basis;
2. The services are not available as a product of a prior or existing professional, personal, consulting, or social services contract;
3. When applicable, the requirements for consulting or social services contracts, as

provided for under Louisiana Revised Statutes Title 39:1503, have been complied with.

4. The (Department of _____) has developed and fully intends to implement a written plan providing for:
 - a. The assignment of (provide names) to a monitoring and liaison function; and
 - b. The periodic review of interim reports or other indicia of performance to date; and
 - c. The ultimate use of the final product of the services.
5. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
6. The cost basis for the proposed contract is justified and reasonable.
7. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.
 - o They comply with all laws and regulations, and
 - o Funding is available, and
 - o The proposed services are reasonable and advisable.

PAYMENT PROCEDURE

According to the Accounting and Ledger Manual, "Professional services includes expenditures for services provided in specialized or highly technical fields by sources outside the University." These would include Accounting and Auditing, Consulting, Legal or Medical fees, to name a few. Refer to the Accounting and Ledger Manual for the appropriate budget object codes.

When you bring someone to the University that meets this criteria, a purchase requisition is required to pay that person or business. There are several things that can be done that will facilitate the processing of that payment. First, be sure proper documentation is

attached. You will need a completed professional services form, signed travel authorization if the University is paying any of the expenses for that person, a signed W-9 and a copy of the contract. For payments in excess of \$1,000 a formal contract is recommended and for amounts in excess of \$2,000 a contract is mandatory. (The University is required to submit Professional Service Contracts that exceed \$20,000 to the State's Office of Contractual Review for their review and approval. The approval process sometimes takes a month or longer and payments to the contractor cannot be made prior to receiving their approval. Any professional service in excess of \$50,000 requires that the Office of Contractual Review solicit proposals. The University would send specifications and ask that they request bid proposals. Contracts between \$20,001 and \$50,000 and bid proposals in excess of \$50,000 must be sent to the Purchasing Department for submission to the Office of Contractual Review.)

If you have paid that person or company for a professional service within the past year and a W-9 was submitted at that time, you may simply put the person's social security number or federal ID on the requisition and make a notation that W-9 is on file in the Comptroller's Office. A completed W-9 is also a federal requirement on the payment of Stipends, which have a budget object code 6504 as well as Awards that carry a budget object code of 6502.

Requisitions received without complete documentation must be returned to the department. To avoid this delay, please double-check all paper work. As with all payment requests, be sure to allow sufficient time for processing the requisition if the check is needed by a specific date. As a rule, it takes 5 to 8 working days for a check to be issued once the purchase order has been received in the Comptroller's Office. When you receive your copy of the order, you may expect payment to be made within that time frame.

Policy 5216 - Purchasing Card (LaCarte)

Revision Date: 9/12/2014

Responsible Office: Purchasing Office

Reference: State Procurement Office

Introduction

Louisiana Tech University has entered into an agreement with the State of Louisiana and Bank of America that provides qualified employees with a Visa Purchasing Card to purchase low cost materials and services. Using the Purchasing Card benefits the University and its vendors through:

- Prompt payments to vendors
- Reduced processing costs and paper flow
- Controlled decentralization of Purchasing

The Purchasing Card will provide the University with a system which is efficient, flexible, and convenient for departments purchasing goods and services directly from vendors for transactions up to \$5,000. The Purchasing Card simplifies the way in which departments may order small dollar goods and services from vendors that accept the Visa credit card. Multiple purchases may be made with the Purchasing Card for contract purchases, each day, up to but not exceeding \$5,000 per contract. Purchases from contract vendors must be for each contract's specific approved contract items.

The Purchasing Card program is designed to delegate the authority and capability to purchase small dollar items directly to the end user or department. Use of the Card will enable cardholders to purchase non-restricted items directly from vendors without the issuance of a requisition or a purchase order.

As a State agency, Louisiana Tech University is bound by the State Purchasing Card Policy, State Statutes, State Executive Orders, PPM49, and Federal regulations and laws.

To ensure compliance with these requirements, cardholders must adhere to the guidelines outlined in the application and cardholder agreement. The policies in the application and agreement, as well as any revisions by the Purchasing Department, pertaining to the program must be followed when using the Purchasing Card.

Definitions

- Account holder/Cardholder – terminology used to reference the employee that has been issued a purchasing card.
- Agreement Form – a form signed by a program administrator, cardholder and cardholder approver, annually, that acknowledges they have received required training from agency, completed the state's certification requirement and received a passing score of at least 90, understands the purchasing card policies, both state and agency, and accepts responsibility for compliance with all policies and procedures.
- Cardholder Enrollment Form – A form that initiates the purchasing card issuance process for the cardholder.
- Controlled Billed Account (CBA) – a credit account (no plastic cards issued). These accounts are direct liabilities of the State. CBA Accounts are controlled through an authorized administrator(s) to provide means to purchase any allowed transactions/services allowed in the current State Liability Travel Card and CBA Policy, Although other travel related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic issued for a CBA to ensure that this will not impair his/her travel plans.
- Cycle - The period of time between billings. For example, the State of Louisiana P-Card closing period ends at midnight the 5th of each month. Synonymous with "billing cycle".
- Cycle Limit - Maximum spending (dollar) limit a P-Card/CBA is authorized to charge in a cycle. These limits should reflect the individual's purchasing patterns. These are preventative controls and, as such, should be used judiciously.

- Disputed Item – Any transaction that was double charged; charged an inaccurate amount, or charged without corresponding goods or services by the individual cardholder.
- Fraud – Any transaction, intentionally made that was not authorized by the cardholder or not for Official State Business.
- MCC Code (Merchant Category Code) - A standard code the credit card industry used to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned an MCC by the acquiring bank.
- Merchant - A business or other organization that may provide goods or services to a customer. Synonymous with "supplier" or "vendor".
- P-Card - A credit account issued in an employee's name. This account is direct liability of the State and is paid by each agency. P-Card accounts are an alternate means of payment for purchases of goods and services.
- P-Card/Billing Cycle Purchase Log – Paper and electronic, once Workflow is implemented, this log is used in the reconciliation process for purchases/services charged during the billing cycle. The log is used to document cardholder approval of purchases billed by matching the paper billing statement, received from the bank, to the log and the documentation obtained from the vendor(s). Approval of the log by the cardholder can either be by signature (paper log) or electronic signoff (through WORKS Workflow reconciliation). Likewise, the designated approver (supervisor of cardholder which is at least one level higher than cardholder) can either be by signature (paper) or electronic signoff (online in WORKS Workflow).
- SPL (Single Purchase Limit) - The maximum spending (dollar) limit a P-Card is authorized to charge in a single transaction. Under no circumstances will a cardholder have a SPL exceed \$5,000.00. The SPL limit may be up to \$5,000; however, this limit should reflect the individual's purchasing patterns. These are

preventative controls and, as such, should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the P-Card single purchase limit set for cardholder, or state purchasing regulations.

- Transaction - A single purchase. A credit also constitutes a transaction.
- Transaction Documentation - All documents pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained (and scanned) with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase receipts/invoices (with complete item descriptions, not generic such as “general merchandise”, receiving documents, credits, disputes, and written approvals.
- WORKS Workflow – Bank of America’s online system that includes user profiles and transaction workflow.

Implementation Procedure

The Office of Purchasing is responsible for the implementation and administration of the purchasing card. To ensure that purchasing card utilization is used in adherence with University budget, accounting and audit policies, the Office of Purchasing will coordinate purchasing card management with the Office of Comptroller, University Research and Office of Internal Audit.

No Purchasing Card shall be issued to any Program Administrator, CBA Administrator or auditor or any other roles associated with administering, monitoring or reviewing the activities of the Purchasing Card Program. No Purchasing Card shall be issued to any non-state employee.

The Office of Purchasing has developed and will maintain an application form that contains the following information:

- Name of Cardholder
- Cardholder’s department

- Name of Cardholder's immediate supervisor
- Email of Cardholder's immediate supervisor
- Signature of Cardholder's immediate supervisor
- University department codes that Cardholder is authorized to utilize
- Cardholder University address
- Cardholder phone number
- Cardholder email address (in adherence with State Purchasing Policy)
- Single transaction limit
- Monthly limit
- Cardholder signature
- Approver's (Monthly Transaction Reviewer) name
- Approver's signature
- Approver's email
- Comptroller approval (signifying budget authority)

Notes:

In most cases, Cardholders may have only one card. When the cardholder reviews transactions each month, the cardholder will assign University account and budget object code for each transaction. Grant purchases and other University fund purchases should not be made on the same card.

In case of grants administered by University Research, University Research will serve as approver.

All cardholders must have a reviewer that is at least one level of authority higher than the cardholder.

No cardholder can be their own reviewer.

The Office of Human Resources will receive notification of adverse Internal Audit findings and document in Personnel Files findings in accordance with Civil Service regulations and policies of the University of Louisiana System.

The Office of Human Resources will ensure that the Office of Purchasing is notified of the

separation of any cardholder from University employment. If employee is separated from service before the card is collected, Purchasing will immediately cancel the card and notify the immediate supervisor and/or University Research to ensure that all transactions are documented in WORKS Workflow system.

Process in Obtaining Purchasing card

1. Employee must take and pass with a minimum of 90% the State of Louisiana on-line test. Evidence of completion must be printed by employee and submitted with an application form.
2. Employee's direct supervisor must review and approve the application (supervisor must have completed on-line exam and passed with a minimum of 90%). Supervisor will route the form through all offices on the routing form. (Approving authority in Office of Comptroller and University Research must have passed the State exam with a minimum score of 90%).
3. Employee requesting a purchasing card must complete and sign State of Louisiana Cardholder agreement form. The cardholder application will not be processed unless the cardholder approver form has been completed and the approver has passed the on-line exam with a 90% score. Completed application form will be kept on file in the Office of Purchasing for 3 fiscal years.
 1. Signed cardholder approver forms and proof of passing the on-line exam are kept on file in the Office of Purchasing for three fiscal years.
 2. The purchasing card program administrator agreement form will be completed by the Director of Purchasing and maintained with other cardholder information. A copy with proof of passing the on-line exam will be sent to the President and the Director of Internal Audit.
4. The Office of Purchasing will receive and issue purchasing cards and maintain a database that includes the card application, date card is received, date card is issued and date card is returned by cardholder.

Monthly Review Process

- Within 5 working days of the close of each month, cardholder will review each transaction.
 - Cardholder will scan and upload into system all receipts

- Cardholder will certify that each transaction was made within University and State Purchasing card Policies
- Cardholder will assign a University account & budget object code to each transaction
- Cardholder will attach original receipts to paper statement and forward paper statement to approver.

If Cardholder does not approve transactions within five working days, Approver will move the transactions up the system. Approver will counsel cardholder and determine if cardholder is to maintain the privilege of having a card.

If Cardholder will be on extended leave, the cardholder must notify their Approver and the Purchasing Office to suspend the card or reduce limits on the card to \$1.00, until the cardholder returns to the University.

If sales tax is included on transactions, cardholder is responsible for obtaining a credit for the charged sales tax. Credit must be issued to card account.

- Within 10 working days of the close of each month, first level reviewer will review and approve each transaction. Should documentation, account, budget object code or any other issue need to be corrected, approver will make the correction. If purchases are to be charged to a grant, University Research will review expenditure to ensure it is in compliance with grant guidelines and restrictions.
- Approver will ensure that original statement and copies of receipts are signed, reviewed and forwarded to the Office of Purchasing. Electronic signatures in Workflow by the cardholder and the approver are required as well as a signed log matching the monthly statement.

If approver does not approve transactions within five working days, Purchasing will move the transactions up the system. Purchasing will counsel cardholder and approver and determine if cardholder is to maintain the privilege of having a

card.

If cardholder has not had sales tax collection removed, approver will either require that sales tax be credited or take necessary steps to obtain a credit for sales tax.

- Within 15 working days of the close of each month, the Office of Purchasing will review each cardholder statement and approve or cause documentation to be corrected. The Office of Purchasing will review transactions and statements for adherence with purchasing regulations and purchasing card policies.
- Office of Purchasing will ensure that the original statement and copies of receipts are signed, reviewed and forwarded to the Office of Comptroller.
- Office of Comptroller will confirm University account coding and issue EFT payment prior to the end of each month.
- Hard copies of all statements will be maintained with other financial records in the Office of Comptroller.
- Office of Purchasing will run all required reports and certify to the State Office of Purchasing and Travel that all reports have been run and reviewed. The monthly report shall state that all findings have been investigated, documented and handled appropriately.
- Office of Purchasing will check all contract purchases to ensure purchases are for each contract's specific approved contract items while performing monthly audit of statements.

Should approver note improper purchasing activity

- If approver is not immediate supervisor, approver shall notify the immediate supervisor.
- Immediate supervisor shall determine if activity is incidental. If activity is incidental, supervisor will counsel cardholder.
- If activity is serious, supervisor shall notify Office of Purchasing to suspend card and notify Office of Internal Audit. Office of Internal Audit

shall determine if further investigation is warranted. Investigation shall follow standard University Internal Audit procedures.

- If at any time illegal activity is detected, the Office of President and the Office of Comptroller shall be notified and further notifications are made as required by law or policy. Further notifications include State Purchasing, Legislative Auditor, and the District Attorney. Illegal activity may result in the loss of job and reimbursement of unauthorized charges.
- Card suspension shall not be lifted without recommendation of Internal Audit and Immediate Supervisor.

Should the Office of Purchasing note improper purchasing activity

- If Purchasing determines that the activity is incidental, Purchasing shall counsel both approver and cardholder and cause any necessary corrective action to be taken.
- If Purchasing determines that the activity is serious, Purchasing shall suspend the card and notify the Office of Internal Audit. If the Office of Internal Audit determines further investigation is warranted, investigation shall follow standard University Internal Audit procedures.
- If at any time illegal activity is detected, the Office of President, Office of Internal Audit and the Office of Comptroller shall be notified. Further notifications include State Purchasing, Legislative Auditor, and District Attorney.
- Card suspension shall not be lifted without recommendation of Internal Audit and Immediate Supervisor.

Annual Review Process

- Office of Purchasing shall run and review all required reports and certify to the Office of State Purchasing and Travel.
- Office of Internal Audit will audit Purchasing card system and transactions per State Purchasing Requirements and Internal Audit Plan.
- The Office of Purchasing will review annual card utilization to identify any cards with no use. If a card has no use, cardholder and immediate supervisor shall be contacted to determine if cardholder requires continued

use of a card.

- Office of Purchasing will prepare annual report identifying individual cardholders and submit to the Office of President for review and approval.
- Office of Purchasing will require that each cardholder complete a new application and route the application through the approval process. The annual report shall state that all findings have been investigated, documented and handled appropriately. The Office of Internal Audit and the Office of the President shall receive a copy of this Report.
- The Office of Purchasing will ensure that an electronic copy of all transactions and reports on the Workflow System are backed up for archival purposes.
- Each year, the Office of Purchasing shall provide training on purchasing use, WORKS Workflow system, and annual changes in the system.

Purchasing Card Cardholder's Guide

I. Overview

A. Louisiana "LaCarte" Purchasing Card

Louisiana "LaCarte" Purchasing Card is a Visa Card used by Louisiana Tech University employees to purchase materials and services up to \$5,000 per transaction (including shipping and handling). It is the preferred purchasing tool used to purchase low cost materials and services.

B. How Your Card May Be Used

Your card may be used for any purchase of materials and services provided that:

1. The transaction does not exceed \$5,000, including shipping and handling charges;
2. The transaction does not fall within one of the merchant groups/spending categories excluded by cardholder request;

3. The transaction does not involve a purchase of one of the types listed in Exhibit I.

C. Purpose and Benefits of Using the Purchasing Card

1. To simplify and reduce costs of the purchasing and payment process for material orders and services under \$5,000 where applicable. The cardholder uses the card to make the purchase from suppliers without completing purchase orders or requisitions. All necessary service contract procedures must be followed; only the method of payment has changed.

2. To simplify and reduce the number of invoices processed by Accounts Payable. One monthly invoice is paid to Bank of America versus handling large volumes of low dollar invoices.

3. The Purchasing Card process pays the suppliers within two business days of requesting payment for merchandise provided.

D. Purchasing Card Cycle

1. Suppliers receive remuneration from Visa within two business days of requesting payment for merchandise provided.

2. Adhere to all provisions herein.

3. Statements are received each month. Cardholder and approver reviews statement for appropriate charges, attaches receipts for each charge, signs statement and forwards statement to the Purchasing Office.

4. Louisiana Tech University remits payment to the Bank of America by the 30th business day of each month.

5. Individual charge transactions are received electronically each month and down loaded into the University's Accounting system to allow charges to be posted to each cardholders FIS account.

II. Cardholder's Responsibilities

A. General Responsibilities

1. The card is used for payment of materials and services under \$5,000 (including shipping and handling charges). The transaction and credit limits on the card have been approved by the Approver, Comptroller, University Research (if applicable) and the Purchasing Department. The Purchasing Card delegates the expenditure and purchasing authority, less than \$5,000, to the authorized cardholder.
2. Individual transactions must be reviewed in Workflow System as described in this policy.
3. The Purchasing Card remains the property of Bank of America. It may not be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder will surrender the Purchasing Card upon request to Louisiana Tech University or any authorized agent of Bank of America.
4. Louisiana Tech University retains the right to cancel a cardholder's privileges. Cards may be revoked for misuse or non-compliance with procedures and/or the Cardholders Agreement.
5. State sales tax should not be charged on card purchases. Cardholders should make every effort at the time of purchase to avoid being charged state sales tax. Please notify the vendor **before** the purchase is rung up that your card is tax exempt. In the event state sales tax is charged, it is the Cardholder's responsibility to have the vendor-merchant issue a credit to the Cardholder's account. Cardholder cannot receive cash or check as reimbursement for taxes. If the vendor refuses to reimburse taxes, cardholder should not use this vendor for future purchases. Cardholder may also be responsible for reimbursement of taxes if the tax is \$25 or more.
6. Expiring Purchasing Cards will automatically be replaced/renewed

prior to the expiration date by Bank of America. All replacement/renewed cards will be sent to the Agency's program administrator.

7. The Cardholder is also responsible for maintaining the security of card data such as the account number, the expiration date, and the card verification code (CVV), the 3-digit security code located on the back of the card.

8. Never accept cash in lieu of a credit to the purchasing card account.

9. Never use the Purchasing Card for fuel or vehicle maintenance since Louisiana Tech uses FuelTrac (fuel card and maintenance program). However, in the event that the fuel program is not covered in a certain geographic area, then the purchasing card may be used for maintenance only (not fuel). Documentation of the transaction should be maintained indicating the reasons why a fuel card could not be used.

10. Never use the Purchasing Card to avoid procurement or payment procedures.

B. Ordering and Receiving of Materials and Services

The cardholder is responsible for ensuring receipt of materials and services, and resolving any receiving discrepancies or damaged goods issues. (For disputes or questions, see item F.)

1. Ask the supplier if they will accept Visa.

2. The card is used for payments under \$5,000. Ask the supplier to calculate the total value of the order, including shipping & handling charges and freight costs. If the total charge is over \$5,000 the card cannot be used.

a. Do not split a transaction into two or more transactions to get below the single transaction limit. Each cardholder must know the monthly spending limits of your card.

b. Exception to this policy may require cancellation of your card.

3. Obtain from the supplier a sales receipt or invoice which itemizes and details the order. Retain this documentation for matching with your monthly statement.

4. The Cardholder shall never send a copy of the P-Card if requested by a merchant. If this is required for payment, then the cardholder must use another form of payment other than the State Liability Card.

5. For purchases with online vendors such as Amazon, PayPal, Ebay, etc, cardholders must have a standalone business account or registration. The account or registration cannot be combined with an individual's personal account. By doing this, it allows approvers, Purchasing, and auditors access to view the accounts online while verifying that all purchases are business related and email receipts are not altered and that all purchases are being delivered directly to Louisiana Tech University (instead of a home address). Purchasing from these vendors is strongly discouraged.

C. Telephone Orders

1. Provide the supplier with your complete shipping instructions including name, street address, and internal location information.

2. Instruct the supplier to include in the delivery package a sales receipt, invoice, or the Purchasing Card charge slip itemizing the order.

3. Instruct the supplier to send any sales receipt or invoice directly to you rather than the Accounts Payable Department. This will avoid the possibility of having the same invoice paid twice.

D. If Approval is Denied

1. If a supplier advises that card approval has been denied, it is most likely a violation of one the established levels of authority checks.

a. Example – the purchase exceeds the single transaction limit of

\$5,000

- b. Example – the account is over the monthly number of transactions limit and/or spending limit.
- c. Example – the purchase is a violation of a Merchant Group/Spending Category code or a Merchant Category Code to which access is prohibited.
- d. Example – cardholder's purchasing card has expired and hasn't picked up and signed for new card.

2. The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information. If a transaction is denied, the cardholder should contact the Purchasing Department for assistance.

The Purchasing Department will contact the proper persons, obtain information on the denial and coordinate resolution of the issue.

E. Reconciliation and Approval Process

- 1. Primary responsibility for the reconciliation and approval process rests with the cardholder of each department.
- 2. Statements are received by each cardholder on a monthly basis.
- 3. Compare the transactions on the statement with the actual sales receipts, invoices, credit card slips, etc. (supporting documentation).
- 4. Verify each transaction as to date, vendor and amount by matching to the supporting documentation. Supporting documentation must be an itemized/detailed receipt (cannot be a generic receipt).
- 5. Attach to the statement, supporting documentation for all transactions listed on the record. Also, attach Disputed Items Report(if applicable).

6. Cardholder must sign statement certifying agreement with the legitimacy and accuracy of the listed transactions. The statement must also be signed by the Department Head and Dean (if applicable). These signatures will be a certification by the signers that all charges are accurate and valid University expenditures. The cardholder should retain a copy of the statement.

7. Submit statement with supporting documentation, Disputed Item Report (where applicable) to the Purchasing Department within **five** days of Receipt of Memo Statement.

Statements **not** received within **10 days** will result in **cancellation** of card.

8. For disputed or questioned items – See item F.

9. Personal expenses charge on card

a. Personal usage of card is **not allowed**.

b. Violations may result in cancellation of your card.

10. Never put the full P-Card account number in emails, fax, reports, memo, etc. If designation of an account is necessary, only use of the last four or eight digits of the account is to be allowed.

F. Disputed and Questioned Items

1. The cardholder is responsible for ensuring receipt of materials and services, and resolving any receiving discrepancies or damaged goods issues.

2. Cardholder is responsible for settling any disputes, clearing erroneous charges and requesting credit for returned merchandise directly with the supplier.

3. Cardholder should contact supplier to resolve any outstanding issues.

Most billing problems can be resolved expeditiously in this manner.

4. If cardholder is unable to reach agreement with supplier, the Disputed Item Form must be submitted and forwarded to the Purchasing Department. Bank of America must be notified in writing of any unresolved disputed item within sixty (60) days of the date of the statement on which the questioned item appears.

5. Cardholder should indicate on statement that an item is in dispute and attach a copy of the Disputed Item Form.

6. Purchasing Department will forward Disputed Item Reports to Bank of America and assist cardholder in resolving disputed and ensuring that proper credit is given on subsequent statements.

7. Never make a payment directly to the bank in the event that an unauthorized charge is placed on the individual's state corporate liability P-Card. If the payment is made directly to the bank, it will cause the monthly statement billing file to be out of balance and agency will have to determine the cause. Ultimately, it will be determined that a personal payment was made; therefore, report any unauthorized changes to your program administrator immediately.

G. Lost or Stolen Cards

1. Report any lost or stolen cards immediately to the Bank first and then the Purchasing Department. The bank will immediately cancel the card and forward a replacement card within three to five business days.

2. To report lost or stolen cards, contact Bank of America at (888)449-2273.

To report recognized or suspected misuse of the card, contact the State of Louisiana Inspector General's Fraud and Abuse Hotline at (866)801-2549.

H. Termination of Employment or Extended Leave Employees must notify

the Purchasing Department in writing upon termination of employment or extended leave from the university. Please give the Purchasing Department ample notice so that your card may be cancelled or suspended if absent for extended periods. Please cut up your purchasing card and include it with your letter.

Please **do not** send the letter and card in the campus mail

I. Card Misuse

1. Fraud Purchases - any use of the P-Card which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others. An employee suspected of having misused the P-Card with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused an impairment to the state service, and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be the prerogative of the appointing authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Legislative Auditor and the Director of the Office of State Purchasing and Travel.

2. Non-Approved Purchase - a purchase made by a State Cardholder for which payment by the state is unapproved. A non-approved purchase differs from a fraud purchase in that it is a non-intentional misuse of the P-Card with no intent to deceive that agency for personal gain or for the personal gain of others. A non-approved purchase is generally the result of a miscommunication between a supervisor and the Cardholder. A non-approved purchase could occur when the Cardholder mistakenly uses the P-Card rather than a personal card. When a non-approved purchase occurs, the Cardholder should be counseled to use more care in handling of the P-Card. The counseling should be in writing and maintained in the employee's file for no longer

than one year unless another incident occurs. The employee should be made to pay for the item purchased inappropriately. Should another incident of a non-approved purchase occur within a 12-month period, the appointing authority should consider revocation of the P-Card.

3. Merchant Forced Transactions - Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank thereby abiding by the card controls in place. Processing transactions are administered as follows: Merchants processing transactions is typically a two step process:

- a. Merchant authorizes transactions against card controls (MCC, limits, exp date, etc.) and if approved receives an authorization number.
- b. Merchant submits the transactions for payment from the bank.
 - i. In rare instances, merchants will circumvent the authorization process and only perform step 2. This means that the merchant didn't authorize the transaction against the card controls and therefore did not receive an authorization number.
 - ii. If this does happen, the merchant has forfeited all dispute rights and the transaction can be disputed and unless the merchant can provide a valid authorization number, the dispute will be resolved in the cardholder's favor.

4. Card security - Each Cardholder is responsible for the security of their card, and therefore should:

- a. Never display their Card Account Number around their work area.
- b. Never give his or her Card Account Number to someone else without his or her Program Administrator's permission.

c. Never email full account numbers under any circumstances.

J. Declared Emergency Use

In the event the Governor declares a state of emergency, the Purchasing Card may be changed to allow higher limits and opening of certain MCC codes for essential employees who are cardholders that would be active during an emergency situation and not for ALL cardholders. An emergency profile will be created for those “essential employees” and shall not exceed the following limits, without prior approval from the Office of State Purchasing and Travel: SPL (single purchase limit) \$25,000, Travel and Rest MCC Groups may be removed if determined to be necessary for group accommodations; however, Cash will never be allowed, even during emergency situations.

Higher limits do **not** eliminate the need to follow emergency procurement rules, policies, procedures and/or executive orders.

All emergency cards will be returned to their original profile once the emergency declaration has expired and/or when higher emergency limits are no longer necessary.

K. Corporate Business Account (CBA) Requirements/Guidelines

1. All CBA transactions must be in accordance with PPM49 guidelines, State Liability Travel Card and CBA Policy, Purchasing Policies, Rules and Regulations, Louisiana Statutes and/or Executive Orders.
2. The purpose of CBA is to provide a tool to purchase airfare and payment of high dollar travel expenses only, as per current State Liability Travel Card and CBA Policy. There is not a plastic card issued for these accounts.
3. The account(s) are issued in the name of the department authorized to have a CBA account. The Purchasing Department will designate an administrator/authorizer per authorized account. Each administrator

has the same duties, obligations and responsibilities as a cardholder, as outlined throughout this policy.

4. The Purchasing Department will determine the card cycle limit. These limits will reflect the department's travel patterns. Therefore, these limits must be judiciously established and adhered to accordingly.

5. The CBA accounts are the direct liability of the State. These accounts are paid in full monthly with the EFT payment to Bank of America.

6. CBA accounts do not allow issuance of a plastic card. These are referred to as ghost accounts. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the account.

7. The full CBA account number shall never be included in emails, fax, reports, memos, etc. If an account number is necessary, only the use of the last four or eight digits of the account number is allowed.

Exhibit I

Louisiana Tech University Restrictions on Card Use

The Purchasing card may **not** be used for the following purchases:

- Alcoholic beverages
- Cash advanced, cash instruments, cash refunds
- Computer purchases (such as netbooks, computers, iPads or other computing devices)
- Consultants and speakers fees/honorariums
- Controlled substances (prescription drugs, narcotics, etc.)
- Entertainment costs – ski tickets, tours, etc.
- Food & meals

- Personal purchases
- Travel (gas stations, lodging, restaurants, airline tickets, conference registrations, etc)
- Gift Cards/Gift Certificates
- Fuel or vehicle maintenance

The Cardholder shall:

- Assure that Purchasing Card transactions are not artificially split in order to circumvent the single purchase limit.
- Assure that the items purchased are required for bona fide University purposes (no personal expenses).
- Assure that the prices paid are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of the University which is exempt from state and local taxes.
- Obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used.
- Assure that all items are received (no back orders are allowed)
- Assume personal responsibility for all purchases made with the card.
- Assure that the information provided is correct in all respects.

Steps in Obtaining A Purchasing Visa Card

- Visa applications can be picked up in the Purchasing Department or obtained on our website.
- Complete application and return to Purchasing.
- Application will be sent to Bank of America.
- Visa card will be sent directly to the Purchasing Office in approximately 3 - 5 days (if the card is sent directly to the department, please inform Purchasing immediately).
- The Cardholder will be trained prior to receipt of card.
- The Cardholder will be required to pick up their card and sign a Purchasing Cardholder's Agreement.
- Cardholder should sign the Purchasing Card immediately upon receipt.

Policy 5217 - Glossary

Revision Date: 11/2002

Responsible Office: Purchasing Officer

ANNUAL, SEMI-ANNUAL OR QUARTERLY BID:

Bids for specific quantity of goods, for a specific time period. Goods received only on request.

BLANKET BID:

Bids are for pricing only and to be firm for a specific period of time.

CHANGE ORDER:

These forms are used to make corrections or cancellations on Purchase Orders. A written request from the Department to Purchasing is needed for a Change Order to be issued.

CHECK TO ACCOMPANY ORDER

A request for payment when there is not an invoice. A request when prepayment is required.

CODES:

Numbers assigned to differentiate funds, departments and expenses. Questions pertaining to coding should be directed to the Comptroller's Office.

DIRECT CHARGE:

The request of payment of an invoice when items were not ordered on a Louisiana Tech Purchase Order.

INTRACAMPUS REQUISITION FORM:

These forms are obtained from the Comptroller's Office. Items or services purchased from other departments on the campus are paid by submitting completed Intracampus Requisition forms DIRECTLY TO THE COMPTROLLER.

INVENTORY:

Any equipment purchased or acquired with a value of \$1000.00 or more must be placed on the University's inventory. Please consult the Louisiana Tech Property Control Manual or the University Property Manager for instructions.

INVOICES:

An itemized list of purchased goods with unit price extended and totaled issued by the Vendor. Most invoices are numbered.

MANUAL OR IMMEDIATE CHECK:

A check that is issued immediately. The Comptroller must first give a written approval.

OVERLOAD:

Payment to faculty or staff for services other than assigned duties. Questions pertaining to any compensation for services of Louisiana Tech faculty or staff should be directed to Personnel.

PETTY CASH:

Cash reimbursements to individuals.

REIMBURSEMENTS:

A refund for purchases paid for by an individual.

1. Cash - Check Petty Cash instructions

2. Check - Proper original receipt marked paid attached to the requisition clearly marked REIMBURSEMENTS. This will be forwarded directly to the Comptroller for payment.

RUSHED CHECK:

A check that is needed before the regular processing time of 10 days.

Procedure:

1. Attach note to requisition notifying purchasing.
2. Explanation of why the emergency exists.
3. Checks are normally written every Tuesday and Thursday. The requisition must be in the Purchasing Office in time for a purchase order to be typed and given to the Comptroller by 12:00 PM on either of these days.

TRAVEL AUTHORIZATION FORMS:

These forms are obtained from the Comptroller's Office.

UNIVERSITY RESEARCH APPROVAL:

Expenditures of designated grants must have prior approval from University Research before the requisition can be processed. Any questions concerning these grants should be directed to University Research.

Policy 5218 - Purchase of Desktops, Laptops, Netbooks, and Other Smart Devices

Effective Date: 7/26/2010

Responsible Office: Purchasing Officer, Computing Center

To ensure procurement of Desktops, Laptops, Netbooks and other Smart Devices conform to State of Louisiana and Louisiana Tech purchasing regulations and also meet the University's technical standards for access to University Systems and networks, the following policies and technical requirements are being instituted.

- Departments must purchase "Business/Commercial grade" devices and the University will no longer be permitted to purchase the "home/retail" versions of these devices to connect to University systems and networks.
- In order to conform to the State tagging/Property guidelines for computer purchases, the purchasing card is no longer permitted for computer purchases. Normal requisition guidelines must be followed.
- All desktops, laptops, netbooks or other devices (where applicable) will be required to authenticate via network login and will be required to have McAfee antivirus, Zen patch management, and any other licensed software installed by your designated IT Personnel.
- All computer devices in excess of \$1000.00 must have a state issued tag and all computer devices less than \$1000.00 must have a University issued tag.
- For portable devices to be taken off-campus, the assigned user of the device must complete the State Property Form (Request for Off-Campus Use) and file the form with the Property office.

The Louisiana Tech Purchasing Office will obtain and make available contracts/bids for approved devices to ensure compliance with State procurement guidelines. The University Computing Center has provided the following technical standards for these devices to safely access our campus systems and networks:

Minimum Criteria for Computer Purchases

Component	Desktop	Laptop/Notebook	Netbook
Operating System	Windows 7 Pro-32 bit	Windows 7 Pro-32 bit	Windows 7 Starter Edition
CPU	Core 2 Duo 3.0GHz	Core 2 Duo 2.53	Intel Atom N270 1.0GB
Memory	4 GB DDR3	2 GB DDR2	1 GB DDR2
Hard Drive	160 GB	160 GB	80 GB
Warranty	5 year Onsite	5 year Onsite	3 year Onsite
Required Software		Computrace Complete Preinstalled by vendor	Computrace for Netbooks. (user buys license, Computing Center installs)

* Approved Apple computer standards are mentioned below.

For the list of approved computer equipment including Apple computers, please visit the Louisiana Tech website: <http://www.ltadm.latech.edu/purchasing/> and click on the "Computer Contracts" link. Should you wish to have equipment added to the approved list, please send a request and device information to the Director of Purchasing via Campus mail or email.

Appendix F

Policy 1442 - Employee Training

Revision Date: 7/30/2009

Original Effective Date: 10/3/2003

Responsible Office: Department of Human Resources

As part of Tech's ongoing training and risk management program, beneficial training is provided to all employees (classified and unclassified). Mandatory training is provided in a variety of subjects including but not limited to:

- Ethics
- Safety Rules and Responsibilities
- Drivers Safety and Accident Reporting/Investigations
- Emergency Preparedness
- Preventative Maintenance/Hazard Control
- Blood Borne Pathogens and First Aid
- Sexual Harassment
- Drug Free Workplace
- Violence in the Workplace
- Americans with Disabilities Act
- Bonds, Crime and Property Control
- Computer Use Policies

Training is required for all new employees and continuing employees are required to train once every three years. Failure to complete this mandatory training will result in appropriate action.

Appendix G

“Update of University Safety and Risk Management Policies and Procedures”

COURSE COORDINATORS:

Kenneth E. Griswold, Ph.D. - Environmental Safety and
Kathy Caraway- Center for Instructional Technology

TARGET AUDIENCE:

All University Employees

GENERAL DESCRIPTION:

Louisiana Tech University is dedicated to fostering a safe work and learning environment for all faculty, staff, students, and visitors. To do so, it is guided, in part, by safety and administrative policies set forth by the State of Louisiana and several Federal agencies. This course is designed to familiarize University employees with many of these policies and provide guidance on how to comply with them. The University mandates that all employees must satisfactorily complete this training for it to remain in compliance with these agencies, so your attendance is compulsory. This training must be repeated every 3 years and includes new topics and updates of all others.

COURSE INFORMATION:

- 1. Method of Instruction:** Each class consists of a set of course objectives found in the Course Syllabus, a Power Point presentation, an exam, and other instructional media. The slides in many of the Power Point presentations are annotated with commentary in the “Notes” section of the slides. All class material is provided to you as “self-instruction” units, on-line, via Moodle™.
THE COURSE WILL BEGIN SEPTEMBER 8, 2016 AND ALL COURSE REQUIREMENTS, INCLUDING THE SUCCESSFUL COMPLETION OF ALL QUIZZES AND OUTSIDE ASSIGNMENTS MUST BE COMPLETED ON OR BEFORE NOVEMBER 8, 2016.

Each class shall afford participants the opportunity to submit questions or comments directly to the appropriate instructor, in writing. This feature is to encourage interactions between participants and to expand and/or clarify class content, as needed.

- 2. Course Instructors:**

Classes 1 and 2- Dr. Ed Griswold

Class 3 and 4- Mr. Don Braswell

Class 5- Chief Randall Hermes, Dr. Ed Griswold and Office of Risk Management

Class 6- Chief Randall Hermes

Class 7- Dr. Ed Griswold and Office of Risk Management

Class 8- Dr. Ed Griswold

Class 9- Office of Risk Management

Class 10- Ms. Lisa Cole

Class 11 - Mr. David Guerin and Mr. Robert Vento

Class 12- Mr. Roy Waters and Dr. Robert Bremer

- 3. Technical Information:** This course shall be delivered, via the Internet, using Moodle™ technology and is posted in the “Courses Available to You” section of your personal “Moodle™” page. You must do the following to access the course material:

- If you have not been assigned a Moodle™ password and ID, obtain these from the Computing Center at 257-2893.
- If you have not used Moodle™ or have technical difficulties with Moodle™, contact David Cargill or Kathy Caraway in the Center for Instructional Technology (CIT) for assistance (257-2912).
- Confirm that the desktop or laptop computer, plus printer, which you use for this course have the following capabilities (Please contact the HELP DESK at: 257- 5300 or at helpdesk@latech.edu if your operating system does not have these capabilities).

A. For Windows Operating System

- a. Microsoft ®Windows XP, or later
- b. Firefox® 4.0, Internet Explorer 8.0 or later, or Google Chrome 11 or later
- c. Windows Media® Player 9.0
- d. Broadband Internet connection (256 kB or more)

B. For Macs Operating System

- a. Mac OS X 10.4.8 or later
- b. Firefox® 4.0 or later, Safari 5 or later

If you encounter any technical problems during the course, refer those relating to your computer or operating systems to the HELP Desk and those related to Moodle™ to CIT.

Questions related to course content or the accompanying examinations should be referred to the author(s) of these presentation(s) and not to the HELP Desk, CIT or the Course Coordinators.

4. **Announcements and Course Materials:** The Coordinator shall post announcements and all class materials on Moodle™. The Moodle™ ID# for the course is “**UNIV 289A**” and may be accessed from your “Moodle™” homepage. **It is the participant’s responsibility to access this site and complete all class assignments and tests in the time prescribed by the Coordinators.**
5. **Honor Code:** In accordance with the Academic Honor Code, each participant shall pledge the following: **Being a student of higher standards, I pledge to embody the principles of academic integrity.** The full text of the Louisiana Tech Student Honor Code is on the Tech web site at <http://www.latech.edu/documents/honor-code.pdf>
6. **Disability:** Students needing class and testing accommodations based on a disability are encouraged to discuss those needs with a Coordinator before the first class meeting.
7. **Resources:** These resources shall be used in this course:
 - a. **Louisiana Office of Risk Management Loss Prevention Manual-**
<http://doa.louisiana.gov/orm/lp.htm>
 - b. **Louisiana Tech Safety Manual-**
Louisiana Tech Policies and Procedures- Sections 4200 through 4220
<http://www.latech.edu/administration/policies-and-procedures/>
 - d. **Louisiana Tech Laboratory Safety Manual-**
<http://www.latech.edu/administration/policies-and-procedures/4214.shtml>
 - e. **Exposure Control Plan for Bloodborne Pathogens-**
<http://www.latech.edu/administration/policies-and-procedures/4215.shtml>

Supplemental assignments shall be taken from a variety of sources with links posted in the body of certain Power point presentations. It is essential that participants complete these assignments, as part of the course requirements. **Knowledge gained from these assignments shall be included on the written examinations.**

TESTING AND GRADING

1. Examinations: Participants will be required to take a short exam when they complete each class. The exam will only cover the lecture and supplemental material for that class. There will be a total of **12** examinations in the course, with a total possible point value of 10/exam (1200 points possible for the entire course).

Your exam grades shall be posted in the “Grades” of your Moodle™ homepage for your viewing after the tests have been graded.

2. Grading: Students with a 60% average or greater shall receive an “S”(Satisfactory) for the course. Students with less than a 60% average shall receive a “U” (Unsatisfactory) for the course. Students receiving an “S” will be certified to the Office of Human Resources as to have successfully completed this required training and this will be noted in their Personnel files. Students receiving a “U” and not deemed compliant with Office of Risk Management policy and must, therefore, must repeat the course.

COURSE OBJECTIVES

After mastering the material discussed in each lecture and accompanying reading assignment, each participant shall be able, with 100% accuracy and precision, to accomplish each of the stated objectives for each class:

Class 1 – Risk Management and Safety Rules and Responsibilities, with Updates- Instructors: Dr. Ed Griswold

1. Define, “Risk Management” and “Safety”.
2. State the specific responsibilities of, and accountability for, each of the following groups in the University Risk Management, University Safety, and University Safety Training Programs: (1) Agency Head; (2) Dean, Directors, Department Heads; (3) Faculty and Staff; (4) Students; (5) Visitors and Contractors; (6) Office of Environmental Health and Safety; (7) University Police.
3. List and state the purpose of each part of the Office of Risk Management (ORM) Loss Prevention Manual.
4. Understand how the “General Safety” Section of the University Safety Plan and other safety/risk management policies are designed to comply with the ORM Loss Prevention directives.

Class 2 – General Safety: Safety Meetings/Training, Workplace Safety Inspections, Job Safety Analyses, Controlled Access, Lock Out/Tag/Out and Hazardous Communication, with Updates- Instructor- Dr. Ed Griswold

1. Differentiate between “safety meetings” and “safety training”.
2. Describe the types and levels of safety training which is required for faculty/staff, administrators, and students.
3. Describe how inspections of your immediate workplace can be used to minimize hazards.
4. List strategies to use to identify safety hazard.
5. Identify when “Job Safety Analyses (JSA)” should be conducted.
6. Explain how JSA’s are used to minimize accidents.

7. Identify the controlled access areas at the University.
8. State the purpose of lock out/tag out procedures and the measures needed to follow them.
9. Review the Content of the University's Hazardous Communication, Personal Protective Equipment and Chemical Safety Programs.
10. Identify the employee's roles and responsibilities for complying with the General Safety, Hazardous Communication, Global Harmonization System, Personal Protective Equipment and Chemical Safety portions of the University Safety Plan.

Class 3 - General Safety: Accident Reporting/Investigations and Driver's Safety Program with Updates- Instructor- Mr. Don Braswell

1. Explain the purpose and scope of the ORM and the University Driver's Safety Program.
2. List the steps an employee must take to be certified to travel on State business.
3. List the names of the forms that an employee and their supervisor must complete and submit in order to certify an employee to drive.
4. List the conditions which lead to revocation of driving privileges.
5. Describe the process required for renewal of driving privileges.
6. State when an accident investigation should be conducted.
7. List the steps which must be taken in investigating an incident/accident.
8. Describe how to identify the actual root cause and factors which contribute to an accident.
9. Properly complete a "trial" investigation report.

Class 4- General Safety: Tobacco-Free and Drug Free Workplace, with Updates- Instructor- Mr. Don Braswell

1. Locate and read the University's Tobacco-Free Workplace Policy, Drug-Free Workplace Policy and Employee Drug Testing Policy.
2. Define an "employee" as described by Louisiana Revised Statute 49:1001.
3. List the responsibilities of an employee to maintain a drug-free workplace.
4. List the responsibilities of the University to maintain a drug-free workplace.
5. Summarize the State of Louisiana Substance Abuse Awareness Program.
6. List the conditions under federal and state law in which an employee could be drug tested.
7. Name the drugs which are tested for, according to Louisiana Revised Statute 49:1001 (20b).
8. State the procedures and conditions for collection specimens from an employee for drug testing.
9. State the actions which are taken when an employee violates the drug-related policies.

Class 5- Violence in the Workplace and Child Abuse Reporting Requirements, with Updates- Instructor- Dr. Ed Griswold, Office of Risk Management and Chief Randall Hermes

1. Define, “violence” and list the types of violence, types of threats, effects of violence, and sources of violence or threats you may encounter in the workplace.
2. Name the risk factors in the workplace for a violent act.
3. List 6 safety tips to minimize the occurrence of a violent act.
4. State 3 ways to resolve a conflict without violence.
5. State how to and to whom a violent act or threat is to be reported.
6. Summarize University Policy 1430, “Violence Free Workplace Policy” as to management’s responsibilities, and employee’s responsibilities.
7. Describe the responsibilities of and the mechanisms by which University employees must report child abuse according to the Louisiana Children’s Code.
8. Identify the penalties for failure to report child abuse.

Class 6- General Safety- Emergency Preparedness, with Updates- Instructor- Chief Randall Hermes

1. Describe the strategies used to prevent a crisis/emergency
2. Describe the steps which are to be taken during a crisis/emergency
3. Describe the steps which are to be taken immediately after a crisis/emergency
4. Describe under what conditions, how, and by whom a “declaration of campus state of emergency” is declared.
5. List the components of the University’s Emergency Preparedness Plans to address each of the following types of emergencies: (1) criminal activity; (2) hostile/violent persons; (3) natural disaster; (4) proximity threats; (5) hazardous material release; (6)violence/terrorist threats; and (7) fire.
6. State the specific responsibilities of each of the following groups in case of an emergency: (1) University Administrators; (2) University first responders; (3) University faculty and staff; (4) University students; (5) community officials.

Class 7- General Safety – Fire Safety and First Aid, with Updates- Instructor- Dr. Ed Griswold and the Office of Risk Management

1. State the essential elements of fire science.
2. List the steps one should take in case of fire at the University.
3. Identify where your “Safe Haven” is located in case of a fire or other emergency.
4. State the University’s policy on how an employee obtains medical aid for a person with a minor illness or injury.
5. State the University’s policy on how an employee obtains medical aid for a person with a

major illness or injury.

6. State where first aid kits should be located on campus.

Class 8- General Safety- Awareness Training to Minimize Employee Exposure to Potentially Infectious Agents, including Blood Borne Pathogens, with Updates Instructors - Dr. Ed Griswold

1. Identify potentially infectious agents to which individuals may be exposed at Louisiana Tech University. And discuss the action plans which are designed to minimize human exposure.
2. Discuss the actions to be taken by participants when they are exposed to a potential infectious agent in their workplace.
3. Locate and briefly describe the content of the Revised 29 CFR 1910.1030, Occupation Exposure to Blood borne Pathogens, ORM criteria for a blood borne pathogen program and the University Exposure Control Plan for Blood Borne Pathogens.

Class 9 –Ergonomics for the 21st Century- Instructor – Office of Risk Management; Coordinated by: Dr. Ed Griswold

1. Define ergonomics.
2. Establish a program of ergonomics in your individual workspace.
3. Recognize and control ergonomic hazards.
4. Learn and practice ergonomic exercises.

Class 10 - Bonds, Crime, and Property Control, including Travel and Key Control Policies and Purchasing Policies - Instructors- Ms. Lisa Cole

1. State the purpose of the ORM and the Louisiana Tech Bonds, Crime and Property program.
2. List the components of the University Bonds, Crime, and Property program.
3. Differentiate between what is classified as “university property” found on campus, and “personal property” found on campus.
4. State the supervisor’s and the employee’s responsibilities to protect University assets.
5. State how an employee is to handle negotiable items (ex: cash, check, postage stamps) belonging to the State.
6. State an employee’s accountability requirements for University property assigned to their department.
7. State the University access control policy which addresses parking lot security, cyber security, and key/key cards/fob security.
8. State the requirements for Employee travel.
9. State the requirements for purchasing items using funds assigned to the University.

Class 11 – Miscellaneous Issues- External Communication- Identity Standards and Use of Social

Media; Family Educational Rights and Privacy Act (FERPA)- Mr. David Guerin and Mr. Robert Vento

1. Create a broader awareness of the importance of consistency and accuracy in the use of Louisiana Tech's visual marks and how they contribute to establishing institutional reputation and recognition.
2. Educate university community on the correct and authorized ways to incorporate official colors, logos, images, and name references into marketing and promotional mediums.
3. Provide guidelines and best practices for using social media to communicate with various constituents in compliance with the policies and procedures established by the University.
4. Know why FERPA applies to our students.
5. Define the terms: Education Record; Directory Information; Privacy Request; and Parents/Guardians as it relates to FERPA.
6. Identify the exceptions to information that would not be found in an Education Record.
7. Know who has legitimate access to a student's Education Records, without the student's written consent.
8. Know how FERPA applies to YOU and understand your role in the protection of all Education Records.

Class 12 – Miscellaneous Issues: Policies for Use of Computer and Computing Services; Copyright Rules with Update- Instructor- Mr. Roy Waters and Dr. Robert Bremer and Mr. Robert Vento

1. Summarize University Policy 2302, 'Campus Computer Use Policy', University Policy 2303, 'Policies on Internet Use', and University Policy 2304, 'Ethical and Legal Use of Computer Software for Members of the Academic Community' as to: (1) what activities are authorized that involves university-owned computers, computer facilities, and computer accounts; (2) privacy when using these resources; (3) the assimilation, storage, and distribution of copyrighted material with these resources.
2. State the requirements for creation and use of a home page on university-owned computers.
3. List and differentiate between the services provided by the University Computing Center and the University Technical Services as they relate to university-owned hardware and software.
4. List 4 ways to deter cyber crime.
5. State what actions an employee should take if they encounter cyber crime.
6. State the conditions under which copy written material may be used in teaching, service or research activities.



Louisiana Tech University

Bonds, Crime, and Property Program



Louisiana Tech University

Bonds, Crime, and Property Program

The Bonds, Crime, and Property Program is intended to protect the State and the University from financial and/or property losses resulting from any act and/or omission by any Louisiana Tech University employees in the performance of their duties.



Louisiana Tech University

Purpose of the Program

- Assign responsibility for developing and managing fiscal controls for the University.
- Establish each individual employee's accountability for the performance of his/her duties in compliance with the University's fiscal control program.
- Reduce the University's exposure and losses and to safeguard state assets against theft, robbery, abuse, or other harm.
- Maintain the public's confidence in the ability of University employees to conduct the University's business in an honest and professional manner.



Louisiana Tech University

Does this program apply to you?

The Bonds, Crimes, and Property Program applies if you manage or handle any of the following:

- Cash, checks, or credit cards
- University equipment or other property
- Purchasing or other financial transactions
- Keys to University offices and/or buildings

Responsibility for safeguarding the University's assets lies with all University employees.



Louisiana Tech University

Policies and Procedures Manual

The University is responsible for developing and implementing a written Bonds, Crime, and Property Loss Control Program.

The University Bonds, Crime, and Property Loss Control Program Policies and Procedures Manual is available online at <http://finance.latech.edu/comptroller/bondscrimelandpropertyprogram2015.pdf>.



Louisiana Tech University

Cash (Negotiable Items)

All University employees responsible for handling and processing negotiable items such as cash and checks must follow University policies and procedures for cash.

- Cash is defined as currency, coin, check, money order, travelers check, credit card, or debit card.
- University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with the Cashiers' Office.
- Only University employees (full, part-time, or student) are permitted to handle cash.
- The full amount of all cash collected, including cash collected by departments, must be deposited with the Cashiers' Office. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses.



Louisiana Tech University

Cash (Continued)

- Access to cash should be restricted. All cash, including cash collected by individual departments, must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. Departments should encourage the use of check payments instead of currency.
- All checks should be made payable to "Louisiana Tech University." All checks must be restrictively endorsed upon receipt.
- All bank accounts for the University must be set up by the Office of the Comptroller. No employee may establish a University bank account or deposit University funds into an unauthorized bank account.



Louisiana Tech University

Cash (Continued)

The complete Cash Handling procedures are located in the online Louisiana Tech University Policies and Procedures **Policy 5404**. Other policies related to cash include:

Policy 5402: University Funds
Policy 5405: Permanent Cash Advance Policy and Procedures
Policy 5406: Temporary Cash Advance Policy and Procedures

Link:

<http://www.latech.edu/administration/policies-and-procedures/>



Louisiana Tech University

Equipment and Other Property

All University employees are required to comply with the University Property Control Regulations. The complete Property Control Regulations are included in the online Louisiana Tech University Policies and Procedures **Policy 5300 Series** (<http://www.latech.edu/administration/policies-and-procedures/>).

- Responsibility for safeguarding property owned by Louisiana Tech University lies with ALL University employees.
- Equipment should be secured at all times and unauthorized persons should not be allowed to use equipment.
- Movable property with a value of \$1000 or more and computers, laptops and tablets, regardless of cost, must be tagged and placed on inventory within 60 days of receipt.
- All university departments must have an assigned custodian.
- The departmental property custodian must be notified before equipment is moved from its designated location.



Louisiana Tech University

Equipment and Other Property (continued)

- If University equipment is used off campus for the purpose of conducting University business, the employee is required to notify the departmental property custodian. For tagged items, an approved Request for Off Campus Use form must be on file in the Property Office.
- Equipment considered surplus by a university department should be reported to the Property Office on an Equipment Disposition Request form. This includes tagged and untagged items. The Property Office will make arrangements to have the equipment picked up and determine the proper means of disposal.
- Each university department is responsible for removing security-sensitive data from its computer storage and electronic media devices prior to completing a transfer. Technical support is available through the University Help Desk. See **Policy 5307** for additional information.



Louisiana Tech University

Purchasing

All University employees are required to comply with the Louisiana Tech University Purchasing Policy and the State of Louisiana purchasing laws and regulations.

The Louisiana Tech University Purchasing **Policy 5200** can be found online at www.latech.edu/administration/policies-and-procedures/ to assist all Departments in following appropriate procedures for procurement of supplies, equipment, and services as well as compliance with University, State and Federal (if applicable) guidelines.



Louisiana Tech University

Purchasing

General Information

- Purchases under \$5,000 - competitive bids are not required, but the purchase price must be competitive and reasonable.
- Purchases over \$5,000, but less than \$15,000 - price quotations shall be solicited from three (3) or more bona fide, qualified vendors.
- Purchases over \$15,000, but less than \$25,000 - the Purchasing Department will send facsimile or written solicitations to at least five (5) bona fide, qualified bidders. Facsimile solicitations will allow for bids to be accepted for a minimum period of five (5) calendar days. Written solicitations will allow for bids to be accepted for a minimum period of ten (10) calendar days.
- Purchases over \$25,000 - an Invitation to Bid (ITB) will be mailed to at least five (5) bona fide prospective bidders. Sealed bids will be received in the Purchasing Office, and opened publicly at the designated time and place. Generally, a minimum of twenty-one (21) days will be allowed for bids to be received



Louisiana Tech University

Purchasing

Exceptions to Competitive Bidding

There are several items outlined on the Purchasing website within **Policy 5205** for exceptions to competitive bidding. A few of the exceptions are the following:

- Repair parts for equipment obtained from a Louisiana Authorized Dealer.
- Equipment repairs obtained from a Louisiana authorized dealer.
- Publications and/or copyrighted materials purchased directly from the publisher or copyright holder.
- State Contract purchases.
- Software – Software and/or Hardware purchases exceeding \$100,000, require processing through the Office of State Purchasing Procurement Support Team.
- Sole Source – Sole Source **Procurement** is permissible only if a requirement is available from a single supplier. If there is more than one potential bidder, it is not a sole source. There are three (3) required documents to accompany all sole source purchases as per **Policy 5205**, Section 2: A 1-3.



Louisiana Tech University

Purchasing

Requisitioning Items for Purchase

- **BIDDING** – Any item or combination of items whose total value exceeds \$5,000, and is not exempt from bidding must be sent to the required number of vendors for bids. Exempt items may be purchased without a competitive bid and must include a CURRENT quote from the vendor and cannot be catalog or internet price documentation.
- **STATE CONTRACT** – Items that are on State Contract can be purchased by listing the item, contract number and vendor on the requisition. The website for Louisiana Office of State Purchasing is: <http://www.doa.la.gov/Pages/osp/Index.aspx>.
- **CHECK TO ACCOMPANY ORDER** – When a check is required, current documentation of price and order information must be attached to the requisition.
- **PAYMENT OF INVOICES** – Invoices are paid on a requisition when a purchase order was not issued prior to the receipt of the goods.
- **PAYMENT FOR SERVICES** – Checks are also issued when an invoice does not exist, in cases such as honorariums and professional services. The Professional Services Contract is used for documentation of price. Please refer to **Policy 5215** for the Professional Services Procedures.



Louisiana Tech University

Purchasing

Payment Methods

- REQUISITION – “Direct Charge” requisitions with invoice from vendor or reimbursement over \$50.
- PURCHASE ORDER – Issued to vendor after funds approval and correct price documentation attached.
- PETTY CASH – Reimbursement to an individual for cash payment of purchases on behalf of the University up to \$50. If over \$50, reimbursement must be processed on a requisition.
- PURCHASING CARD – Visa card issued by the University to individual cardholders to purchase non-restricted items directly from vendors without the issuance of a requisition or a purchase order.



Louisiana Tech University

Purchasing

Purchasing Card

- Used to purchase materials and services up to \$5,000 (for approved cardholders). Cannot split purchases into two or more transactions to get below the single transaction limit.
- Purchasing Card MAY NOT be used to purchase Computers, Consultants/honorariums, Travel (includes conference registration fees, hotels, etc.), Food & Meals (See Exhibit I on Policy 5216 for more restrictions.)



Louisiana Tech University

Purchasing

Purchasing Card

- Each month, the Cardholder is required to:
 - Scan and upload into the WORKS system all receipts
 - Certify that each transaction was made within University and State Purchasing card policies
 - Assign a University account & budget object code to each transaction
 - Attach all original receipts for purchases that month
 - Ensure no taxes are charged
 - Obtain all signatures required
 - Submit the statements to Purchasing
- Cardholder must notify Bank of America and the Purchasing Department if their card was lost or stolen immediately. Cardholder must also notify the Purchasing Department upon Termination of Employment.



Louisiana Tech University

Key Control

The complete University Key Policy is included in in the online Louisiana Tech University Policies and Procedures **Policy 4106** (<http://www.latech.edu/administration/policies-and-procedures/>).

Purpose of the Key Policy:

- To ensure that all University keys are accounted for and used appropriately.
- To implement a tracking system for all University keys.
- To ensure the safe access and security to all University buildings.



Louisiana Tech University

Key Control (continued)

To obtain a key to a University building the following procedures will be required:

- Complete a [key request form](#) and have the form signed by the department head.
- All Building Master and Grand Master keys must have approval and signature of the Assistant Vice President for Administration and Facilities.
- Submit the completed form to Physical Plant.
- Physical Plant will then make the appropriate key(s). The employee will be required to come to Physical Plant Office to receive their key(s).
- Keys will only be held at the physical plant for 30 days.



Louisiana Tech University

Key Control (continued)

- Before the key is given to the employee, the employee will be required to identify themselves to Physical Plant personnel by presenting their university identification card.
- Upon termination of employment for any reason the employee will be required to turn in all assigned keys to the Physical Plant.
- Departments wishing to request a key for a student will request a key be issued to their Departmental Student Key Set using the [student key request form](#).
- Random key audits may be performed by a representative from the Physical Plant or from the Office of Internal Audit. During a key audit any person or department that has been issued a University key will be required to account for all issued keys.



Louisiana Tech University

Key Control (continued)

In the event a key is lost:

- Report the situation to Physical Plant immediately.
- Physical Plant **may** provide a copy of the lost key and will charge the employee or Department the appropriate fee.
- For security sensitive areas it may be necessary to change the locks when a key is lost.

The Academic Colleges have developed key policies for their academic areas. These policies are maintained at the college level and are included in the University Bonds, Crimes, and Property Loss Control Program Policies and Procedures Manual.

It is the responsibility of each University employee to safeguard their key(s) to ensure safe access and security to all University buildings and offices.



Louisiana Tech University

University and Employee Responsibilities for the Bonds, Crime, and Property Program

Program Administrator:

The University President has designated the Assistant Vice President for Finance and Comptroller as the program administrator for the University's Bonds, Crime, and Property Program. She was responsible for the implementation of an internal fiscal control program and is responsible for reviewing the fiscal control program regularly for efficiency and effectiveness. She is also responsible for reviewing audit findings and implementing the recommendations.

Supervisors:

Supervisors must ensure that employees are properly trained in the program's policies, procedures, and guidelines so that all safeguards are followed at all times. Supervisors should review the program's internal controls to ensure protection of the University's assets and property from losses.

Employees:

Employees are expected to follow the Bonds, Crime, and Property Program and to report any deviations, discrepancies, or problems.

The most important person on this list is you, the employee! Remember that responsibility for safeguarding the University's assets lies with all University employees.



Louisiana Tech University

Contact Information:

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Louisiana Tech University

Question:

1. The Bonds, Crimes, and Property Program only applies to employees who manage or handle cash.
 - a. True
 - b. False



Louisiana Tech University

Question:

2. Which of the following is not required by the University Cash Handling Policy and Procedures:
- a. University employees who receive cash must properly safeguard the cash and deposit it timely with the Cashiers' Office.
 - b. All checks should be made payable to "Louisiana Tech University."
 - c. An employee may establish a University bank account or deposit University funds in another bank account.
 - d. Access to cash should be restricted.



Louisiana Tech University

Question:

3. According to the University Property Control Regulations, only department heads are responsible for safeguarding property owned by Louisiana Tech University.
- a. True
 - b. False



Louisiana Tech University

Question:

4. Movable property with a value of \$1000 or more must be tagged within:
- a. 30 days
 - b. 60 days
 - c. 120 days
 - d. Never



Louisiana Tech University

Question:

5. Bids are required if the total purchase is:
- a. Over \$500
 - b. Over \$1000
 - c. Over \$5000
 - d. None of the above



Louisiana Tech University

Question:

6. Which of the following are “allowable” purchases on the Purchasing Card?

- a. Travel
- b. Office Supplies
- c. Computers
- d. None of the above
- e. All of the above



Louisiana Tech University

Question:

7. Exceptions to Competitive Bidding

Include:

- a. State Contract Purchases
- b. Software up to \$100,000
- c. Repairs obtained from a Louisiana Authorized Dealer
- d. Either a or b
- e. All of the above



Louisiana Tech University

Question:

8. When purchasing items using the purchasing card, taxes are allowed to be added to your purchase.
- a. True
 - b. False



Louisiana Tech University

Question:

9. The Louisiana Tech Purchasing Policy applies to the following types of purchases:
- a. Petty Cash Purchases
 - b. Purchasing Card Purchases
 - c. Small Purchases under \$5000
 - d. Professional Services
 - e. All of the above



Louisiana Tech University

Question:

10. According to the University Key Policy, which of the following is true when a key is lost:

- a. The employee should report a lost key to the Physical Plant immediately.
- b. The Physical Plant may provide a copy of the lost key and charge the employee or Department a fee.
- c. The lock will always be changed when a key is lost.
- d. Both a and b
- e. All of the above



Louisiana Tech University

Answers:

- 1. b. False. The program applies to all employees who handle cash, property, fees, and other University assets.
- 2. c. All bank accounts for the University must be set up by the Office of the Comptroller. No employee may establish a University bank account or deposit University funds into an unauthorized bank account.
- 3. b. False. Responsibility for safeguarding property owned by Louisiana Tech University lies with all University employees.
- 4. b. Movable property with a value of \$1000 or more must be tagged within 60 days.
- 5. c. Bids are required if the total purchase is over \$5000.
- 6. b. Office supplies may be purchased with a Purchasing Card. The Purchasing Card may not be used for computers, consultants, travel, food, or meals.
- 7. e. All are exceptions to competitive bidding; however, software exceeding \$100,000 must be processed through the Office of State Purchasing.
- 8. b. False. Cardholders are responsible for ensuring that no taxes are charged when using the Purchasing Card.
- 9. e. The Louisiana Tech University Purchasing Policy applies to all the types of purchases listed.
- 10. d. Both a and b are true. If a key is lost it is not always necessary to change the lock; however, if the key is to a security sensitive area, it may be necessary to change the lock.

Appendix H

Policy 4106 - Keys for Offices and Buildings

Revision Date: 9/22/2016

Responsible Office: Operations and Maintenance

Purpose

To ensure that all University keys are accounted for and used appropriately.

To implement a tracking system for all University keys.

To ensure the safe access and security to all University buildings.

Procedure

In order to obtain a key to a University building the following procedures will be required:

1. Complete a [key request form](#) and have the form signed by the department head.
2. All Building Master and Grand Master keys must have approval and signature of the Assistant Vice President for Administration and Facilities.
3. Submit the completed form to Physical Plant.
4. Physical Plant will then make the appropriate key(s). When the new key(s) is available for pick up, the employee or department representative will be contacted by email or phone. The employee will be required to come to Physical Plant Office to receive their key(s).
5. Keys will only be held at the physical plant for **30 days** after the email notification of their availability has been sent to the person requesting the key. If the requested key is not picked up within the 30-day time frame the key will be destroyed. The department **will still be required** to pay for the key that was requested even if it is not picked up from the Physical Plant. If the key is still required then a new key request will have to be re-submitted to the Physical Plant. The department will be required to pay for the

key again if they have to re-submit a key request because the first key was never picked up.

6. Before the key is given to the employee, the employee will be required to identify themselves to Physical Plant personnel by presenting their university identification card. A copy will be made and kept on file with the key request form. Once they have been positively identified, the employee will be required to sign the authorization statement on the bottom of the [key request form](#). This authorization will acknowledge that the employee is responsible for the key and will be charged an appropriate fee if the key is lost or if it is not returned upon termination of their employment with the University. The key number and the employee name will be entered into a database in order to track University keys.
7. Upon termination of employment for any reason the employee will be required to turn in all assigned keys to the Physical Plant. Failure to turn in University keys will result in appropriate deductions from the employee's last paycheck. Upon return of the University keys the Physical Plant personnel will give the employee a receipt stating that the keys have been turned back in. The employee can then give a copy of this receipt to Human Resource Office to avoid being charged for the keys.
8. Departments wishing to request a key for a student will request a key be issued to their Departmental Student Key Set using the [student key request form](#). Request for student keys will require the Department Head's signature as well as the Dean's signature. Students may not be issued a grand master key. Request for a building master key will require approval from the Vice President of Finance and Administration. The Department will be responsible for issuing, tracking, and retrieving all keys issued to students within their department. Lost Departmental Student Keys are subject to the same financial penalties that are imposed on employees who lose keys.
9. Random key audits may be performed by a representative from the Physical Plant or from the Office of Internal Audit. During a key audit any person or department that has been issued a University key will be required to account for all issued keys.

In the event a key is lost:

1. Report the situation to Physical Plant immediately.

2. Physical Plant **may** provide a copy of the lost key and will charge the employee or Department the appropriate fee. If Physical Plant determines that a copy of the key can be made, then the employee or Department will be required to follow the procedure above for requesting a new key.
3. For security sensitive areas it may be necessary to change the locks when a key is lost. If deemed necessary the employee or Department will be charged an appropriate fee for this service. The decision to replace the key with a copy or change locks will be determined by Physical Plant. If this is necessary all employees who have been issued this key will be issued a new key matching the new lock. These employees will have to come to the Physical Plant facility to receive their new keys.

If a key is damaged and no longer works:

1. Notify Physical Plant by using the key request form.
2. Submit the damaged key with the key request form to Physical Plant.
3. The process for getting a new key will be the same as listed above.

FEES:

Department Charges - New Requests

- \$5.00 per key
- \$25.00 per lock core

Employee Charges - Lost / Not Returned keys

- Grand or Building Master \$50.00
- Office or other keys \$25.00

Other costs may be charged by Physical Plant if it becomes necessary to change locks or any lock hardware. These charges will be made at the discretion of Physical Plant.

Any questions on the key policy or key request form should be directed to Physical Plant at 257-3267.

ELECTRONIC ACCESS

Electronic access to buildings is available through RFID enables Campus ID cards or key chain FOBs issued by individual facility administrators. ID cards are issued through the Tech Express office and are tied to the Campus Wide ID number. Through active directory maintained by the Computing Center, ID cards are activated and deactivated by either employment status or enrollment status. FOBs are activated and deactivated by individual facility administrators. History of credential use is archived in the Genetec system database.

Access to University facilities through the electronic system is authorized by the administrators for each area controlling the facility. Each area controlling the facility shall maintain a policy for their area of responsibility. The Genetec system will maintain who authorized access, the date authorization was granted and specific areas granted access.

Audits of persons granted access to specific space will be performed periodically to ensure that only those persons needing access to individual facilities is granted access.

Physical Plant
Employee Key Request Form

revised 09/16/11



LOUISIANA TECH
UNIVERSITY®

☐ **New Request**

☐ **Replacement Keys**

Date: _____

Employee Name: _____

CWID: _____

Department Name: _____

Position: _____

Department Account #: _____

Email: _____

Department Phone #: _____

Keys Requested To:

<u>Building Name</u>	<u># Keys Needed</u>	<u>Room/Door</u>	<u>Key/Core #</u>	<u>Expiration Date</u>

My signature below certifies that I have read, fully understand and agree to follow the University Key Policy 4106. I also certify that I have obtained approval by my department head as indicated by their signature below.

Employee: _____
Print Name Sign Name

Dean/Dept. Head: _____
Print Name Sign Name

All Building Master or Grand Master key request, require approval from the Vice President of Finance & Administration.

Vice President of Finance & Administration: _____

Submit the completed form to the Physical Plant. Once the keys are complete, the employee will be contacted at the number/email listed above to pick up the keys. Before the keys are given to the employee, the employee will be required to produce identification and sign below indicating that they have received the requested keys.

Note: Keys will only be held at the Physical Plant for 30 days after notification of availability.

DO NOT COMPLETE THIS PORTION UNTIL KEYS ARE RECEIVED

I certify that I have received the keys that I requested above. I understand that I am personally responsible for these keys, and I agree to follow the University Key Policy 4106. I agree to immediately report any lost keys to the Physical Plant. Furthermore, I understand that I will be required to pay any required fees associated with the lost key(s). I also understand that all keys must be turned in to the Physical Plant upon termination of my employment with the University. If all keys issued to me are not returned to the Physical Plant, I understand that the costs associated with replacement keys and associated lock changes will be deducted from my last paycheck.

Employee: _____ Date: _____

RETURNED KEYS

Received By
Whom: _____

Signature of
employee: _____

Date: _____

Physical Plant**STUDENT or OFFICE KEY SET REQUEST FORM**

revised 09/16/11

**LOUISIANA TECH**
UNIVERSITY.☐ **New Request**☐ **Replacement Keys**

Date: _____

Department Contact Name: _____

CWID: Student Key Set or Office Key Set

Department Name: _____

Position: Student or Office Set

Department Account #: _____

Email: _____

Department Phone #: _____

Keys Requested To:

<u>Building Name</u>	<u># Keys Needed</u>	<u>Room/Door</u>	<u>Key/Core #</u>	<u>Expiration Date</u>

We acknowledge that the Department will be responsible for issuing, tracking, and retrieving all keys issued to students or assigned to the office key set within our department. In the event a key is lost we understand that it is the Department's responsibility to immediately report lost keys to the Physical Plant and pay any required fees for replacement locks and keys. Refer to Policy 4106 for a complete list of fees and responsibilities.

Department Head: _____
Print Name_____
Sign NameDean: _____
Print Name_____
Sign Name

Request for a building master key require approval from:

Vice President of Finance & Administration: _____

Submit the completed form to the Physical Plant. Once the keys are complete, the Department will be contacted at the number/email listed above to pick up the keys. Before the keys are given to the Department, a Department Representative will be required to sign below indicating that they have received the requested keys.

Note: Keys will only be held at the Physical Plant for 30 days after notification of availability.

DO NOT COMPLETE THIS PORTION UNTIL KEYS ARE RECEIVED

I certify that I have received the keys that were requested above.

Department Representative: _____ Date: _____

RETURNED KEYSReceived By
Whom: _____Signature of
employee: _____

Date: _____

FOB Policies and Procedures Office of Admissions

Rev 9-30-16

The database of assigned individuals that are assigned access to the entrance of Hale Hall (Admissions portion-North side) will be maintained by the Office of Admissions. The database will be maintained in the FOB access control server.

FOB and RFID Campus ID card access will be granted and assigned building access privilege by the Director of Admissions.

Periodically, a FOB inventory list will be distributed within the department for a review to ensure that FOB holders continue to need access.

At the separation of an employee (Unclassified, Classified, or Student) from Louisiana Tech University, FOBs are to be immediately returned to the Coordinator of Budget and Purchasing. All returned FOBs must be placed inactive before being assigned to a new employee. The FOB will then be issued to the new employee with their credentials.

In addition to the Hale Hall FOB, the Campus Visit Coordinators (currently Colin Bailey and Leslie Brister) have four FOBs for Adams Hall. These are used during campus tours to show potential students an example of a dorm room. The tours are led by a team of Student Recruiters who check out and return a FOB to the Campus Visit Coordinators before and after each tour.

LOUISIANA TECH ATHLETICS

FOB PROCEDURES

- The Associate AD for Internal Operations will maintain the database of FOB's assigned to individuals needing access to the Davison Athletics Complex and Thomas Assembly Center. The inventory will be maintained in the FOB access control server.
- In addition to FOB access, RFID Campus ID cards will be assigned building access privilege upon request from the staff and coaches of the Department of Athletics. Privilege will be granted through the Associate AD for Internal Operations.
- Periodically, a FOB inventory list will be distributed to units within the Department of Athletics for a review to ensure that FOB holders continue to need access.
- FOBs are to be returned to the Associate AD for Internal Operations at the separation of an employee from University employment.

School of Biological Sciences KEY/FOB/RFID Policy for Carson Taylor Hall

Revision Date: 9/27/16

Responsible Office: School of Biological Sciences

Entry into Carson-Taylor Hall from outside the building after official hours or at other times during which the building is locked, requires a specific KEY/FOB/RFID enabled Campus ID. Carson-Taylor Hall KEY/FOBS are issued by the School of Biological Sciences, through the main office in room 215. RFID enabled Campus ID cards are issued through Tech Express office with access to specific locations granted through that individual area.

Because KEYS/FOBS/RFID access allow entry to Carson-Taylor Hall during times the building is normally locked, requesting and issuing a KEY/FOB/RFID access must be documented. Faculty and staff members assigned to Carson-Taylor Hall may be issued KEY/FOB/RFID access for the building. Students gaining access to Carson-Taylor Hall will use their campus issued RFID exclusively. To request a KEY/FOB/RFID access, a School of Biological Sciences key request form must be completed and submitted to the main office, accompanied by a copy of the Louisiana Tech University ID for the person requesting the KEY/FOB/RFID access.

Purpose:

To ensure that all Carson-Taylor Hall KEYS/FOBS/RFID access are accounted for and used appropriately.

To implement a tracking system for all Carson-Taylor KEYS/FOBS/RFID access.

To ensure the safe access and security to all persons in Carson-Taylor Hall.

Procedure

In order to obtain a KEY/FOB/RFID access to Carson-Taylor Hall the following procedures will be required:

1. Complete a KEY/FOB/RFID access request form and have the form signed by the department head.
2. Submit the completed form to the School of Biological Sciences.
3. School of Biological Sciences will make the appropriate KEY/FOB. When the new KEY/FOB is available for pick up, the employee or department representative will be contacted by email or phone. The employee will be required to come to the School of Biological Sciences to receive their KEY/FOB and sign their form.
4. KEYS/FOBS will only be held for 30 days after notification. After 30 days, a new form will be required to be submitted.
5. KEY/FOBS/RFID access is activated/ deactivated by a change in either employment status or enrollment status.
6. Before the KEY/FOB/RFID access is given to the employee, the employee will be required to identify themselves to the School of Biological Sciences by presenting their University ID card. A copy will be made and kept on file with the key request form. Once they have been positively identified, the KEY/FOB/RFID access will be issued. By signing the KEY/FOB/RFID access request form, the employee acknowledges that the he or she is responsible for the KEY/FOB/RFID and will be charged an appropriate fee if the KEY/FOB is lost or if it is not returned upon termination of their employment with the University. The KEY/FOB/RFID access number and employee name will be entered into a file system to keep track.
7. Upon termination of employment for any reason the employee will be required to turn in all assigned KEYS/FOBS to the School of Biological Sciences. Failure to turn in CTLH KEYS/FOBS will result in appropriate deductions from the employee's last paycheck. Upon return of the CTLH KEYS/FOBS, the School of Biological Sciences administrator will give the employee a receipt stating that the KEYS/FOBS have been turned back in. The employee/student may also have a hold placed on their account until the KEY/FOB is returned which will prevent them from receiving their transcript.

8. Departments wishing to request a KEY/FOB/RFID access for a student will request access be issued to their RFID enabled Campus ID using the student key request form. Request for student KEY/FOB/RFID access will require the Department Head's signature. Students may not be issued a grand master key. The School of Biological Sciences will be responsible for issuing, tracking, and retrieving all KEYS/FOBS/RFID access issued to students within their department. Lost CTLH student KEYS/FOBS are subject to the same financial penalties that are imposed on employees who lose KEYS/FOBS, as well as holds on registration.

In the event a KEY/FOB/RFID is lost:

1. Report the situation to the School of Biological Sciences immediately.
2. The School of Biological Sciences may provide a copy of the lost KEY/FOB and will charge the employee or department the appropriate fee. If School of Biological Sciences determines that a copy of the KEY/FOB can be made, then the employee or department will be required to follow the procedure above for requesting a new KEY/FOB.
3. For security sensitive areas, it may be necessary to change the locks when a KEY/FOB is lost. If deemed necessary for the employee or department will be charged an appropriate fee for this service. The decision to replace the KEY/FOB with a copy of change locks will be determined by School of Biological Sciences. If this is necessary all employees who have been issued this KEY/FOB will be issued a new KEY/FOB matching the new lock. These employees will have to come to the School of Biological Sciences to receive their new KEYS/FOBS.
4. If the campus issued RFID is lost, refer to procedure for issuance of a new ID card through Tech Express.

If the KEY/FOB/RFID is damaged or no longer works:

1. Notify School of Biological Sciences and Tech Express.
2. Submit the damaged KEY/FOB with the KEY/FOB/RFID request form to the School of Biological Sciences.
3. The process for getting a new KEY/FOB/RFID will be the same as listed above.

The KEY/FOB/RFID access software (Genetec) will be operated by ONE designated administrator within Carson-Taylor Hall. This employee is responsible for maintaining a written policy and procedure; maintaining files with KEY/FOB/RFID access request forms and id copies; and operation and input on the computer containing the security software. The campus has moved to use of RFID access ID's exclusively for students. However, faculty/staff are allowed to retain their FOB access if they wish to use this method of entry for Carson-Taylor instead.

****These policy/procedures established in Biological Sciences follow are in line with Louisiana Tech Key Policy 4106.**

College of Business FOB Procedures

- The College of Business uses the University controlled access system to grant access to the building outside of the normal business hours. For safety and security, access will be limited to those with a valid University ID, and or FOB.
- The College of Business will maintain the database of FOB's assigned to individuals needing access to controlled access areas, of the College of Business Building. The inventory will be maintained in the FOB access control server.
- In addition to FOB access, RFID Campus ID cards will be assigned building access privilege upon request from the College of Business Deans office.
- FOBs will be assigned on the authorization of the College of Business Dean's office.
- Periodically, the FOB inventory list will be reviewed by the Dean's office for a review to ensure that FOB holders continue to need access.
- FOBs issued through the Deans office are to be returned to the Dean's office at the separation from the University by an employee or student.
- The Dean's Office is to be notified IMMEDIATELY upon a FOB being lost or stolen. The FOB will then be disabled in the controlled access system.

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Key Fob Policy

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Louisiana Tech Computing Center

Key Fob Policy

Access to the Computing Center requires an electronic key fob. The Director or designee grants access based on need.

The north end doorway (known as "the ramp") is always locked.

The south end doorway (known as "the stairwell") is automatically unlocked during normal business hours.

The mainframe/server room (152) doors are always locked.

The Computing Center will comply with Policy #4106 from Louisiana Tech's Policies and Procedures:

KEY FOBs

Key Fobs will be issued to employees and/or students by the department that the employee and/or student is employed by. Each department that issues a key fob is responsible for having a written departmental key fob policy. The departments will also be responsible for utilizing the fob software system to monitor the following information: who the fob was issued to, the date the fob was issued, when the fob was or should be returned, and what the fob will access.

Computing Center management will review the Reader Access Report annually to ensure access privileges are appropriate.

Computing Center employees are issued a key fob upon beginning work. Relevant information is logged by the Manager of Administrative Services, who then notifies the department key fob system administrator. The employee shall return the key fob to the Manager of Administrative Services when employment ends, who records its return and notifies the key fob system administrator to revoke privileges.

Other Tech employees who have a demonstrated need to have key fob access to the Computing Center may obtain access. Their department head should contact the Director of the Computing Center to request employee access.

Vendors who have a demonstrated need for key fob access to the Computing Center may request access via the Director of the Computing Center.

Revision Date 4/11/2014

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SCHOOL OF DESIGN
LOUISIANA TECH UNIVERSITY

KEY FOB POLICY

The University and the School of Architecture requires anyone using the spaces and facilities of Hale Hall outside of normal operational days and hours (M-F 7:30a.m. – 6:00p.m.) to utilize a key fob/RFID Campus ID card for access to studios and/or evening classes.

Students' key fob/RFID Campus ID card access to Hale Hall outside of the normal operational days and hours will be:

Monday-Friday:	6:00 p.m. – 2:00 a.m.
Saturday/Sunday/Holidays:	8:00 a.m. – 2:00 a.m.

Key fob/RFID Campus ID card privileges are assigned to students quarterly, based on their enrollment in a design studio or an evening course scheduled to meet in Hale Hall. Consequently, key fobs will be assigned to those students enrolled in the following classes:

FALL QUARTER

ARCH 215, 315, 415, 510 or ARCH or IDES lecture or seminar courses offered in the evening
IDES 252, 352, 451, 452 or ARCH or IDES lecture or seminar courses offered in the evening

WINTER QUARTER

ARCH 225, 325, 425, 520 or ARCH or IDES lecture or seminar courses offered in the evening
IDES 253, 353, 453 or ARCH or IDES lecture or seminar courses offered in the evening

SPRING QUARTER

ARCH 235, 335, 435, 530 or ARCH or IDES lecture or seminar courses offered in the evening
IDES 254, 354, 454 or ARCH or IDES lecture or seminar courses offered in the evening

SUMMER QUARTER

ARCH 135, 350, 445C, 545C, 559 IDES 451

Instructors with other courses seeking key fob/RFID Campus ID card access to Hale Hall must a request in writing to the Director of the School of Design for consideration.

For Safety and Security Reasons:

Students shall not let others borrow his/her key fob/RFID Campus ID card
Students are not to let others into the building without permission
Students shall not prop open doors allowing other access to Hale Hall
Students should use Hale Hall as a place for work and respect other students doing the same

If any form of abuse or misuse of the privilege of after-hours access to Hale Hall will result in forfeiture of the privilege.

Early Childhood Education Center

Electronic Building Access & Credential Policy

- The Technical Services Department (TSD) will work with the Director of the Early Childhood Education Center (ECEC) to maintain the database of both RFID-enabled campus ID cards and key fobs (credentials) assigned to individuals needing access to the doors of the ECEC.
- The credential inventory will be maintained in the Security Desk access control system.
- Access to the ECEC requires an active credential at all times, except during special scheduled events.
- The Director of the ECEC will approve access to faculty/staff and students that work in the building.
- The Director of the ECEC will approve access to parents with children enrolled at the ECEC.
- Temporary access for students participating in classroom observation may also be granted if requested in writing by the course instructor and approved by the Director of the ECEC.
- TSD will work with the Director of the ECEC to conduct a yearly audit of faculty/staff, students, and parents with access to the building in order to ensure that access is assigned properly and security is maintained.

George T. Madison Hall

Key Fob Policy

The Associate Dean of Liberal Arts Office will maintain the database of FOB's assigned to individuals needing access to the exterior door of George T. Madison Hall. Access to George T. Madison Hall requires an electronic key fob or RFID Campus ID card for after-hours and weekend access. The inventory will be maintained in the FOB/RFID access control server. The Dean or Associate Dean of Liberal Arts grants access to faculty and staff that work in the building. Access can also be granted to Graduate Assistants per the department's request in writing.

KEY FOBs/RFID CAMPUS ID CARDS

Each person given access to George T. Madison Hall will be given an electronic fob or activation of RFID Campus ID card, which can be carried on a key ring or ID card carrier. This fob/ID card, when passed in front of the fob reader on the door, will open the door. The fob/ID card is not a magnet; each fob sends an individual electronic signal to the reader. If that fob/ID card is listed in the database as authorized for access, the door will open. The computer continually creates a database, listing each fob/ID card used to open the door and the time it was used. EVERYONE will be provided access using their campus ID; faculty/staff will have the option to request a fob (or retain their current one) IN ADDITION to using their ID. Students will only use IDs.

If for some reason the fob/ID card fails to unlock the door, campus police may be contacted and they will unlock the door. Also, notify the Associate Dean's office (GTM 104) so that the problem with the fob/ID card can be resolved.

If the fob is lost or stolen, report it to the Associate Dean's office so that fob can be deactivated.

If you lose a fob, a new one must be purchased. The number of the new fob will be entered in the computer and that fob given access to GTM.

Keeny Hall FOB Procedures

- The Office of Administration and Facilities will maintain the database of FOB's assigned to individuals needing access to the exterior door of Keeny Hall. The inventory will be maintained in the FOB access control server.
- In addition to FOB access, RFID Campus ID cards will be assigned building access privilege upon request from the Keeny Hall Department. Privilege will be granted through the Office of Administration and Facilities.
- Periodically, a FOB inventory list will be distributed to departments within **Keeny Hall** for a review to ensure that FOB holders continue to need access.
- With the exception of the School of Communication, FOBs are to be returned to the Office of Administration and Facilities at the separation of an employee from University employment. If an employee leaves University Service and the position is immediately filled, the department may send the new employee with the used FOB to Administration and Facilities to have the FOB reassigned to the new employee. This ensures that the inventory will be updated and the FOB will record the correct user when scanned.

The School of Communication will be responsible each quarter to provide a list of student names and Campus Wide ID numbers to be authorized for access to the building to the Office of Administration and Facilities. Students will not be provided FOBs .

FOB Policy and Procedures

Physical Plant Department

The Physical Plant issues FOB's to its employees who utilize them as a means of clocking in and out as well as entering the Physical Plant facility after hours.

The Physical Plant maintains a database of these FOB's.

Employees are required to return to the Physical Plant office any FOB's issued to them immediately upon ending their employment or at the request of the Director of Physical Plant. Returned FOB's are deactivated and reissued as needed.

A lost or broken FOB is required to be reported to the Physical Plant office immediately. New FOB's will be issued as necessary and the old will be deactivated.

Requests for an employee to utilize an RFID Campus ID in lieu of a FOB will be reviewed by the Director of Physical Plant.

Louisiana Tech University

Residential Life Key/Key Fob/RFID Campus ID Card Policy

Purpose

The Residential Life key/key fob/RFID Campus ID card policy has been established as a basis for key and fob issue, safety and security of residents, and a maintenance system for the Louisiana Tech University campus.

Policy Detail and Instructions

Departmental Responsibility for Control of Campus Keys and Key Fobs

The Louisiana Tech Police Department, Residential Life, and the Physical Plant are responsible for the administration of the campus key/fob policy.

Issue of Campus Keys/Fobs/RFID Campus ID Cards

All employees and students of Louisiana Tech University are eligible to hold keys, fobs, and/or be given access via RFID Campus ID Cards for areas to which they need access on a daily basis to perform their jobs. All requests for permanently issued keys, fobs, and/or RFID Campus ID Cards should be made through the Department of Residential Life and should include the proper authorization by division/department chair, dean or director. Requests for temporary keys and fobs must have definite issue, return dates, and include the proper authorized signature before they will be processed. Once processed, keys and fobs must be picked up in person *by the key holder* in the key room located in Harris Hall or at the Physical Plant.

Return of Campus Keys/Fobs

All keys and fobs must be returned, *by the key holder* to the Physical Plant upon departmental transfer or termination of employment. Any keys or fobs not currently used by the University employee should also be returned to reduce the number of keys and fobs in circulation.

Transfer/Loan of Keys/Fobs

Employees must sign for keys and fobs issued to them and should not receive or take into possession any campus keys or fobs that have not been formally issued to them by the Residential Life Department or the Physical Plant.

Lost Keys/Fobs/RFID Campus ID Cards

In the event that a key, fob or RFID Campus ID Card is lost, report the loss immediately to the department head and to the Louisiana Tech Police within 24-hours. Upon notification from the department head or Louisiana Tech Police, lost fobs and/or RFID Campus ID Cards will be deactivated. Employees and students will need to request new keys or fobs through the Department of Residential Life or the University's Physical Plant and/or a new RFID Campus ID Card from the Tech Express Office. All re-keying or installation of new locks in all residential areas will be scheduled during normal business hours. Once processed, new keys and fobs must be picked up in person *by the key holder* in the Physical Plant.

Key/Fob Duplication

Key holders **MUST NOT** duplicate any keys or fobs issued to them. Disciplinary action may result for unauthorized key or fob duplication.

Worn or Broken Keys/Fobs

A replacement for a worn or broken key or fob will be provided at no charge in exchange for the defective key or fob.

Re-Keying or Installation of New Locks

All re-keying or installation of new locks in all residential areas must be requested through the Residential Life Department. All re-keying or installation of new

locks in all residential areas will be scheduled during normal business hours.

Keys for Service Personnel

Short-term contracted vendors to the campus will not be issued permanent keys or fobs to the Louisiana Tech campus. Keys and fobs will be made available for daily check out from the Residential Life office. In the event a vendor needs after-hours access to a part of the campus, arrangements can be made through the Louisiana Tech Police Department.



Louisiana Tech University

Tech Pointe

Key Fob Policy

September 2011

**Louisiana Tech University
Tech Pointe Key Fob Policy**

1. Purpose

The purpose of this policy is to establish and implement procedures for key fob control to Tech Pointe.

2. Policy

- a) Key fobs will be used for access into Tech Pointe. A user may request use of a key fob by filling out the key fob request form.
- b) The University Enterprise Center Director will approve or deny all key fob requests.
- c) Key fobs can be programmed to allow access during certain hours. These hours will be listed on the key fob request form and approved or denied by the University Enterprise Center Director.
- d) Before the key fob is issued, the requester will be required to identify themselves by presenting a form of a picture identification card. Once identified, the requester will be required to read, understand and sign the key fob request form. This authorization will acknowledge that the employee is responsible for the key fob and will be charged an appropriate fee if the key fob is lost or if it is not returned upon termination of their employment with the University or tenant company.
- e) The key fob will then be entered into the Pinnacle key fob system database and will be used to track usage of individual key fobs.
- f) Any user entering the building after hours will be responsible for any guests they let in. (This is covered in the Responsibility and Control statement of the key fob request form that the user signs.)
- g) Upon termination or resignation of employment the employee will be required to turn in the key fob to the University Enterprise Center Director. Failure to turn in the key fob will result in appropriate deductions from the employee's last paycheck.
- h) Lost key fobs must be reported immediately to Louisiana Tech University Campus Police (318-257-4018) in order to prevent authorized access.



Louisiana Tech University

University Hall

Key Fob Policy

February 2011

**Louisiana Tech University
University Hall Key Fob Policy**

1. Purpose

The purpose of this policy is to establish and implement procedures for key fob control to University Hall.

2. Policy

- a) Key fobs will be used for access into University Hall. A user may request use of a key fob by filling out the key fob request form.
- b) The University Enterprise Center Director will approve or deny all key fob requests.
- c) Key fobs can be programmed to allow access during certain hours. These hours will be listed on the key fob request form and approved or denied by the University Enterprise Center Director.
- d) Before key fob is issued, the requester will be required to identify themselves by presenting their university identification card. Once identified, the requester will be required to read, understand and sign the key fob request form. This authorization will acknowledge that the employee is responsible for the key fob and will be charged an appropriate fee if the key fob is lost or if it is not returned upon termination of their employment with the University.
- e) The key fob will then be entered into the Pinnacle key fob system database and will be used to track usage of individual key fobs.
- f) Any user entering the building after hours will be responsible for the guests they let in. (This will be part of the authorization statement of the key fob request form that the user signs.)
- g) Upon termination of employment for any reason the employee will be required to turn in the key fob to the University Enterprise Center Director. Failure to turn in the key fob will result in appropriate deductions from the employee's last paycheck.
- h) Lost key fobs must be reported immediately to Louisiana Tech University Campus Police (318-257-4018) in order to prevent authorized access.

Woodard Hall FOB Procedures

- The representatives from the Department of Psychology and Behavioral Sciences and Curriculum, Instruction, and Leadership will maintain the database of FOB's assigned to individuals needing access to the exterior door of Woodard Hall. The inventory will be maintained in the FOB access control server.
- In addition to FOB access, RFID Campus ID cards will be assigned building access privilege upon request from the Departments of Psychology and Behavioral Sciences and Curriculum, Instruction, and Leadership. Privilege will be granted through the Offices of Psychology and Behavioral Sciences and Curriculum, Instruction, and Leadership.
- Periodically, a FOB inventory list will be distributed to the departments of Psychology and Behavioral Sciences and Curriculum, Instruction, and Leadership within the College of Education for a review to ensure that FOB holders continue to need access.
- FOBs are to be returned to the Office of Psychology and Behavioral Sciences and the Office of Curriculum, Instruction, and Leadership at the separation of an employee from University employment. If an employee leaves University Service and the position is immediately filled, the department may send the new employee with the used FOB to the Office of Psychology and Behavioral Sciences and/or the Office of Curriculum, Instruction, and Leadership to have the FOB reassigned to the new employee. This ensures that the inventory will be updated and the FOB will record the correct user when scanned.