

Louisiana Tech University

Division of Finance



Bonds, Crime, and Property Program

Updated September 2020

Louisiana Tech University

Bonds, Crime, and Property Program

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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 <https://www.latech.edu/administration/finance/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 <https://www.latech.edu/administration/policies/>.

[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 <https://www.latech.edu/administration/policies/>. 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 <https://www.latech.edu/administration/finance/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 <https://www.latech.edu/about/administration/policies/p-5200/>. Additional information regarding the Louisiana Tech University Purchasing Office and purchasing policies and procedures is available at <https://www.latech.edu/administration/administration-facilities/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](https://www.latech.edu/administration/policies/) addressing employee training is included in Appendix F of this manual and in the online Louisiana Tech University Policies and Procedures at <https://www.latech.edu/administration/policies/>. 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 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.

Louisiana Tech University

Bonds, Crime, and Property Program

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 Associate Vice President for Administration and Facilities. The Associate 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 Associate Vice President for Administration and Facilities, and the Vice President for Finance. After investigation and verification of the loss, the Vice President for Finance 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 Associate 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 Associate 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 Associate 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 Vice President for Finance 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. Cyber events where the insured receives and acts upon a fraudulent instruction that is allegedly coming to them from a vendor, client, or management instructing them to transfer funds, money or securities are covered under the crime policy. Cyber events involving attacks that re-route state funds are also covered by this policy as well.

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

Louisiana Tech University

Bonds, Crime, and Property Program

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 Associate 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.

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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 <https://www.latech.edu/administration/policies/>.

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 <https://www.latech.edu/administration/policies/>.

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 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:

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 as defined under this policy and in accordance with the procedures outlined below.

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](#)).

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.

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.

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:

General Procedures

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.).

The Cashiers' Office must handle cash in compliance with University policy and with internal Comptroller's Office procedures.

Departmental Procedures

Cash Collected by a Department

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.

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.

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.

Whenever departments find discrepancies or have questions about their deposits, they should contact the Comptroller's Office at 257-4325.

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.

Segregation of Duties

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.

It is the department head's responsibility to ensure that any amount deposited with the Cashiers' Office includes all

monies received.

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.

Checks Returned By Depository Bank

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.

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

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

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.

Permanent cash advances may also be provided to permit certain miscellaneous small purchases of supplies, materials, and services.

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.

Only University employees (full, part-time, and student) are permitted to handle the permanent cash advance funds.

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

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](#).

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.

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.

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.

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:

Temporary cash advances are used to provide cash to University departments for one-time, annual, or quarterly special events or group travel.

Only University employees (full, part-time, and student) are permitted to handle the temporary cash advance funds.

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:

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).

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.

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.

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.

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.

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.

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:

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.

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.

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: 7/1/2018

Responsible Office: Property Officer

Property to be Inventoried

- 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.
- All computers, laptops and tablets, valued at \$500 and above, must be tagged and placed on inventory.
- 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.

- Parts, components, accessories, etc. that will enhance, enlarge or create a piece of equipment must be accounted for as follows:
 - Enhancement parts will be added to the value of the tagged item in which it will be installed.
 - 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).
- 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.
- 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 (non-computer)
7330	Computers
7340	Edu, rec. & cultural (non-computer)
7380	Boats and aircraft
7400	Communications
7420	Other

Equipment valued at less than \$1,000.00:

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

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

4073	Computers, laptops, and tablets \$500 < \$1000
------	--

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
------	----------------------

- 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.

- 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

- 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.

- 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

- 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.

- Equipment transfers between university departments or relocation 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.
- 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.
- Removing equipment from the Louisiana Tech campus is prohibited except for the following:
 - Repairs to equipment – submit a completed "Equipment Repair/Exchange" form to the property office
 - 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.
 - 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.
 - 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.
 - 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.
- Surplus Equipment

Equipment considered surplus by a university department should be reported to the property office. This includes tagged and non-tagged 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.
- 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.
- 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.
- 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.
- 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: 9/25/2017

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.

Each tag number should be checked against the actual equipment. Any changes / corrections must be noted.

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.

Be especially watchful for tag numbers coded "99__". These are missing items. LOOK for this equipment and report any "found" items.

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.

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.

Request replacement property tags for any unreadable or missing tags.

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:

1. Supply all requested information.
2. Obtain all required signatures.
3. 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 may be 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:

Associate Vice President Dickie Crawford:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

Associate Vice President Ramu Ramachandran:

Approval _____ Disapproval _____

Committee Meeting Required _____

Additional information needed:

REQUEST FOR OFF-CAMPUS USE OF TAGGED ITEMS

DEPARTMENT NAME _____

REQUESTING PERSON _____

Please print

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: _____

Date 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 entrustedshall 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: 8/12/2019

Responsible Office: Property Officer

Departmental Numbers Sorted By Department Number

Department Number	Department Name
1	President's Office
2	Office of the Provost
3	Administration and Facilities
4	Internal Auditor
5	Purchasing
6	Finance/Comptroller
7	Registrar
8	Student Affairs,VP
9	Student Life
10	Counseling Services
11	Career Center
12	Financial Aid
13	Band
14	Environmental Safety
15	Recreational Activities
16	Telecommunications
17	Office Services
18	General Travel
19	AFROTC
20	Applied & Natural Science Admin
21	Enrollment Management
23	Animal Industry/Meat Lab
24	Micromanufacturing
25	Forestry
26	Liberal Arts Admin
27	Art
28	Chemistry
29	English
30	History
31	Math & Statistics

Department Number	Department Name
32	Music
33	Physics
34	Social Sciences
35	School of Communication
36	Biological Sciences
37	College of Business
42	Education Administration
43	Curriculum, Instruction & Leadership
44	A E Phillips
45	Psychology/Behavioral Sciences
46	Kinesiology
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
71	Dairy Processing Plant
72	University Communications

Department Number	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	Prof Development & Research Institute on Blindness
83	Professional Aviation
84	Communication & Media Studies
85	Research And Innovation
86	Univ. Advancement,VP/Alumni
87	Campus Engineer
88	Human Resources
89	Residential Life
90	Dairy Cattle
91	Farm Machinery
92	SciTEC – Idea Place
93	Graduate School
96	Continuing Education
97	University Hall
98	Property Storage
99	Student Government Assn.
100	Institutional Effectiveness, Research & Planning
101	Information Systems
102	Athletics Media Relations
103	Post Office
104	Modern Languages
106	Technical Services
107	Liberal Arts/Research
108	KLPI
109	Testing & Disability Services
110	CEnIT
111	Economic Development

Department Number	Department Name
112	Architecture
113	Ropp Center
114	Union Board
115	Health Informatics & Information Management
116	Biomedical Engineering
117	Equine Science
118	Agricultural Sciences
119	International Student Office & Scholar Services
120	Advanced Studies Laboratories
122	Honors Program
123	AFOSR
124	Computer Science
125	Technology Business Development Center
126	BARC (Bulldog Achievement Resource Center)
127	Office of Sponsored Projects
128	Performing Arts
129	Shreveport Center
130	Rural Development Center
131	Center For Instructional Technology
133	Research & Partnerships
134	Louisiana Tech Bossier

Departmental Numbers Sorted By Department Name

Department Number	Department Name
44	A E Phillips
3	Administration and Facilities
69	Admissions
120	Advanced Studies Laboratories
123	AFOSR
19	AFROTC
118	Agricultural Sciences
23	Animal Industry/Meat Lab
20	Applied & Natural Science Admin
112	Architecture
27	Art
62	Athletics

Department Number	Department Name
102	Athletics Media Relations
13	Band
126	BARC (Bulldog Achievement Resource Center)
63	Barksdale Center
36	Biological Sciences
116	Biomedical Engineering
78	Bookstore
87	Campus Engineer
11	Career Center
110	CEnIT
131	Center for Instructional Technology
49	Chemical Engineering
28	Chemistry
50	Civil Engineering
81	Clinical Lab Sci/Bacteriology
37	College of Business
84	Communication & Media Studies
124	Computer Science
57	Computing Center
96	Continuing Education
10	Counseling Services
43	Curriculum, Instruction & Leadership
90	Dairy Cattle
71	Dairy Processing Plant
111	Economic Development
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

Department Number	Department Name
77	Food Service
25	Forestry
18	General Travel
93	Graduate School
68	Health Center
115	Health Informatics & Information Management
30	History
122	Honors Program
55	Human Ecology
88	Human Resources
52	Industrial Engineering
101	Information Systems
100	Institutional Effectiveness, Research & Planning
4	Internal Auditor
119	International Student Office & Scholar Services
46	Kinesiology
108	KLPI
26	Liberal Arts Admin
107	Liberal Arts/Research
60	Library
134	Louisiana Tech Bossier
31	Math & Statistics
53	Mechanical Engineering
24	Micromanufacturing
104	Modern Languages
32	Music
59	Nuclear Center
67	Nursing
127	Office of Sponsored Projects
2	Office of The Provost
17	Office Services
128	Performing Arts
64	Physical Plant
33	Physics
65	Plant Stores
103	Post Office

Department Number	Department Name
80	President's Home
1	President's Office
83	Professional Aviation
82	Prof Development & Research Institute on Blindness
73	Property Office
98	Property Storage
45	Psychology/Behavioral Sciences
5	Purchasing
15	Recreational Activities
7	Registrar
61	Registration Center
47	Rehabilitation Science
85	Research and Innovation
133	Research & Partnerships
89	Residential Life
113	Ropp Center
130	Rural Development Center
92	SciTEC – Idea Place
35	School of Communication
129	Shreveport Center
34	Social Sciences
8	Student Affairs,VP
79	Student Center/Kennel
99	Student Government Assn.
9	Student Life
54	Tech Pointe
106	Technical Services
125	Technology Business Development Center
16	Telecommunications
109	Testing & Disability Services
74	Theater
75	Tolliver
76	Trenchless Technology
114	Union Board
86	Univ. Advancement,VP/Alumni
72	University Communications

Department		Department Name
Number		
97	University Hall	
66	University Police	

Policy 5306 – Property Location Index

Revision Date: 8/12/2019

Responsible Office: Property Officer

Property Location Index Sorted by Building Name

Building	Floor	Code
A.E. Phillips Lab School	N/A	6901
	1st Floor	2211
	2nd Floor	2212
Academic Success Center	3rd Floor	2213
	4th Floor	2214
	N/A	2601
Adams Classroom	Basement	2501
	1st Floor	2502
	2nd Floor	2503
Adams Hall	3rd Floor	2504
	Attic	2505
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
Agricultural Engineering Machinery Building	N/A	8003
Art/Architecture Workshop	N/A	1404
	Basement	1301
	1st Floor	1302
Aswell Hall	2nd Floor	1303
	3rd Floor	1304
	Attic	1305
Aswell Suite A	1st Floor	1311
	2nd Floor	1312

Building	Floor	Code
Aswell Suite B	3rd Floor	1313
	1st Floor	1321
	2nd Floor	1322
Aswell Suite C	3rd Floor	1323
	1st Floor	1331
	2nd Floor	1332
Band Building	3rd Floor	1333
	1st Floor	6801
Barksdale AFB	2nd Floor	6802
	N/A	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	N/A	8615
Carson Taylor Hall	Equipment Building	3600
	1st Floor	3601
	2nd Floor	3602
	3rd Floor	3603
Caruthers Common A	Solvents Building	3604
	1st Floor	5611
	2nd Floor	5612
Caruthers Common B	3rd Floor	5613
	1st Floor	5621
	2nd Floor	5622
Caruthers Common C	3rd Floor	5623
	1st Floor	5631
	2nd Floor	5632
Caruthers Common D	3rd Floor	5633
	1st Floor	5641
	2nd Floor	5642

Building	Floor	Code
Colab	3rd Floor	5643
	1st Floor	251
	2nd Floor	252
Cottingham Hall	1st Floor	2701
	2nd Floor	2702
Cyber Innovation Center	1st Floor	3401
	2nd Floor	3402
	3rd Floor	3403
	4th Floor	3404
	5th Floor	3405
Dairy Creamery	N/A	3301
Dairy Complex	N/A	8203
Davison Athletic Complex	1st Floor	3011
	2nd Floor	3012
	3rd Floor	3013
Davison Hall	1st Floor	701
	2nd Floor	702
	3rd Floor	703
Demonstration Farms Ruston State School	N/A	8024
	Basement	3201
	1st Floor	3202
Dudley Hall	2nd Floor	3203
	3rd Floor	3204
	Attic	3205
Dudley Suite A	1st Floor	3211
	2nd Floor	3212
	3rd Floor	3213
Dudley Suite B	1st Floor	3221
	2nd Floor	3222
	3rd Floor	3223
Dudley Suite C	1st Floor	3231
	2nd Floor	3232
	3rd Floor	3233
Dudley Suite D	1st Floor	3241
	2nd Floor	3242
	3rd Floor	3243
Dudley Suite E	1st Floor	3251
	2nd Floor	3252
	3rd Floor	3253

Building	Floor	Code
Dummy Location (Code to Indicate Items Not Located)	N/A	99–
Early Childhood Education Center	N/A	550
	1st Floor	2301
Engineering Annex	2nd Floor	2302
	Attic	2303
Engineering Research Lab	N/A	8004
Enterprise Center	N/A	8202
Environmental Safety Building	N/A	8700
Equine Center	N/A	8601
	1st Floor	801
F Jay Taylor Visual Arts Center	Basement	802
Farm-Pastures	N/A	8021
Farm-Sales Room	N/A	8205
	1st Floor	5201
Forestry Lab	Attic	5202
Forestry Storage A	N/A	7908
Former Bank Building	N/A	105
	Basement	5701
	1st Floor	5702
George T Madison Hall	2nd Floor	5703
	3RD Floor	5704
Glenwood Regional Medical Center-West Monroe	N/A	8609
	Basement	4300
	1st Floor	4301
Graham Hall	2nd Floor	4302
	3rd Floor	4303
Greenhouse	N/A	7807
	1st Floor	101
Hale Hall	2nd Floor	102
	3rd Floor	103
	1st Floor	5051
Harper A (Legacy Park)	2nd Floor	5052
	3rd Floor	5053
	1st Floor	5061
Harper B (Legacy Park)	2nd Floor	5062
	3rd Floor	5063
	1st Floor	5071
Harper C (Legacy Park)	2nd Floor	5072
	3rd Floor	5073

Building	Floor	Code
Harper Hall	1st Floor	5001
	2nd Floor	5002
	3rd Floor	5003
	4th Floor	5004
	5th Floor	5005
	6th Floor	5006
	7th Floor	5007
	8th Floor	5008
	Roof	5009
Hay Storage/Feed Barn	N/A	8014
Hideaway Park	N/A	8501
Howard Center	Basement	1601
	1st Floor	1602
	2nd Floor	1603
Hutcheson Common A	Attic	1604
	1st Floor	5111
	2nd Floor	5112
Hutcheson Common B	3rd Floor	5113
	1st Floor	5121
	2nd Floor	5122
Hutcheson Common C	3rd Floor	5123
	1st Floor	5131
	2nd Floor	5132
Hutcheson Common D	3rd Floor	5133
	1st Floor	5141
	2nd Floor	5142
Hutcheson Common E	3rd Floor	5143
	1st Floor	5151
	2nd Floor	5152
Hutcheson Storage	3rd Floor	5153
	1st Floor	5103
Institute for Micromanufacturing	1st Floor Office	601
	2nd Floor Office	602
	Lab Level	603
	Clean Room	604
Integrated Engineering & Science Building	1st Floor	8801
	2nd Floor	8802
	3rd Floor	8803
J.C. Love Baseball Stadium	N/A	7505

Building	Floor	Code
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
-	-	-
Jimmy Mize Track	Track	1151
Joe Aillet Field House	1st Floor	1001
	2nd Floor	1002
Joe Aillet Stadium-Football	1st Floor	1101
	Storage	1102
	Upper Level	1103
	1st Floor	1201
Keeny Hall	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	1st Floor	8602
	2nd Floor	8603
Lath House	N/A	7910
Lincoln Parish Museum	N/A	8401
Lomax Hall	N/A	8606
Lomax Storage Building	N/A	8610
Los Alamos Research Center	Physics	8620
Louisiana Center for the Blind	N/A	560

Building	Floor	Code
LSU Medical Center-Shreveport	N/A	8101
Machine Shed	N/A	8005
Machine Storage Building	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
Meats Laboratory	N/A	8207
Memorial Gym	1st Floor	3001
	2nd Floor	3002
	3rd Floor	3003
Methodist Children's Home	N/A	8612
Minden Medical Center	N/A	202
	1st Floor	4401
	2nd Floor	4402
	3rd Floor	4403
Mitchell Hall	4th Floor	4404
	N/A	8204
	1st Floor	5801
	2nd Floor	5802
Pavilion	N/A	8208
Pearce A (Legacy Park)	1st Floor	3951
	2nd Floor	3952
	3rd Floor	3953
Pearce B (Legacy Park)	1st Floor	3961
	2nd Floor	3962
	3rd Floor	3963
Pearce C (Legacy Park)	1st Floor	3971
	2nd Floor	3972
	3rd Floor	3973
Physical Plant Buildings:		

Building	Floor	Code
Auto Service Center	N/A	7402
Equipment Area	N/A	7401
Grounds Shop	N/A	2901
Machine Shop/Custodial	N/A	8613
Motor Pool	N/A	7101
Office and Warehouse	N/A	7601
Service Shop	N/A	1401
Storage Area (Butler Building)	N/A	3501
Storage Area (Green Building)	N/A	7602
Power Plant	Basement	1801
	1st Floor	1802
	2nd Floor	1803
President's Home	1st Floor	7701
	2nd Floor	7702
Professional Aviation-Airport	N/A	7501
Property – Gilman Street	N/A	8608
Reese Hall	Basement	2001
	1st Floor	2002
	2nd Floor	2003
	Attic	2004
Research Park Observatory	N/A	7907
Richardson Hall	1st Floor	2801
	2nd Floor	2802
	Attic	2803
	Basement	1901
Robinson Hall	1st Floor	1902
	2nd Floor	1903
	3rd Floor	1904
	Attic	1905
	Basement	301
ROPP Center	1st Floor	302
	2nd Floor	303
	Attic	304
Sawmill	N/A	7901
Shreveport Center	N/A	901
Softball Fields	N/A	8605
South Hall	1st Floor	2401
	2nd Floor	2402
	Attic	2403

Building	Floor	Code
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
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 Level	8302
	Mechanical Level	8303
Tolliver	Basement	1701
	1st Floor	1702
	Attic	1703
Trenchless Technology Research Facility	N/A	222
University Hall	1st Floor	155
	2nd Floor	156
Women's Center	N/A	8888
Woodard Hall	1st Floor	4201
	2nd Floor	4202

Building	Floor	Code
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

Property Location Index Sorted by Location Number

Building	Floor	Code
Hale Hall	1st Floor	101
	2nd Floor	102
	3rd Floor	103
Former Bank Building	N/A	105
University Hall	1st Floor	155
	2nd Floor	156
Minden Medical Center	N/A	202
Trenchless Technology Research Facility	N/A	222
Colab	1st Floor	251
	2nd Floor	252
ROPP Center	Basement	301
	1st Floor	302

Building	Floor	Code
Wyly Tower	2nd Floor	303
	Attic	304
	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 Education Center	N/A	550
Louisiana Center for the Blind	N/A	560
Institute for Micromanufacturing	1st Floor Office	601
	2nd Floor Office	602
	Lab Level	603
	Clean Room	604
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	N/A	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
Jimmy Mize Track	Track	1151
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
Aswell Suite A	1st Floor	1311
	2nd Floor	1312
	3rd Floor	1313
Aswell Suite B	1st Floor	1321
	2nd Floor	1322

Building	Floor	Code
	3rd Floor	1323
Aswell Suite C	1st Floor	1331
	2nd Floor	1332
	3rd Floor	1333
Service Shop	N/A	1401
Art/Architecture Workshop	N/A	1404
Bogard Hall	1st Floor	1501
	2nd Floor	1502
	3rd Floor	1503
	Attic	1504
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

Building	Floor	Code
Reese Hall	Attic	1905
	Basement	2001
	1st Floor	2002
	2nd Floor	2003
	Attic	2004
Biomedical Engineering Building	1st Floor	2101
	2nd Floor	2102
	3rd Floor	2103
Barksdale AFB	N/A	2201
Academic Success Center	1st Floor	2211
	2nd Floor	2212
	3rd Floor	2213
	4th Floor	2214
Engineering Annex	1st Floor	2301
	2nd Floor	2302
	Attic	2303
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	N/A	2601

Building	Floor	Code
Cottingham Hall	1st Floor	2701
	2nd Floor	2702
Richardson Hall	1st Floor	2801
	2nd Floor	2802
	Attic	2803
Grounds Shop	N/A	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
	Attic	3205
Dudley Suite A	1st Floor	3211
	2nd Floor	3212
	3rd Floor	3213
Dudley Suite B	1st Floor	3221
	2nd Floor	3222
	3rd Floor	3223

Building	Floor	Code
Dudley Suite C	1st Floor	3231
	2nd Floor	3232
	3rd Floor	3233
Dudley Suite D	1st Floor	3241
	2nd Floor	3242
	3rd Floor	3243
Dudley Suite E	1st Floor	3251
	2nd Floor	3252
	3rd Floor	3253
Dairy Creamery	N/A	3301
Cyber Innovation Center	1st Floor	3401
	2nd Floor	3402
	3rd Floor	3403
	4th Floor	3404
	5th Floor	3405
Storage Area (Butler Building)	N/A	3501
Carson Taylor Hall	Equipment Building	3600
	1st Floor	3601
	2nd Floor	3602
	3rd Floor	3603
	Solvents Building	3604

Building	Floor	Code
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
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
Pearce A (Legacy Park)	1st Floor	3951
	2nd Floor	3952
	3rd Floor	3953

Building	Floor	Code
Pearce B (Legacy Park)	1st Floor	3961
	2nd Floor	3962
	3rd Floor	3963
Pearce C (Legacy Park)	1st Floor	3971
	2nd Floor	3972
	3rd Floor	3973
Student Center	Basement	4001
	1st Floor	4002
	2nd Floor	4003
Business Building	1st Floor	4101
	2nd Floor	4102
	3rd Floor	4103
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

Building	Floor	Code
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
	6th Floor	5006
	7th Floor	5007
	8th Floor	5008
	Roof	5009
Harper A (Legacy Park)	1st Floor	5051
	2nd Floor	5052
	3rd Floor	5053
Harper B (Legacy Park)	1st Floor	5061
	2nd Floor	5062
	3rd Floor	5063
Harper C (Legacy Park)	1st Floor	5071
	2nd Floor	5072
	3rd Floor	5073
Hutcheson Storage	1st Floor	5103
Hutcheson Common A	1st Floor	5111
	2nd Floor	5112
	3rd Floor	5113
Hutcheson Common B	1st Floor	5121
	2nd Floor	5122
	3rd Floor	5123

Building	Floor	Code
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
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

Building	Floor	Code
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
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

Building	Floor	Code
Nethken Hall	1st Floor	5801
	2nd Floor	5802
Bookstore	Basement	6701
	1st Floor	6702
Band Building	1st Floor	6801
	2nd Floor	6802
A.E. Phillips Lab School	N/A	6901
Motor Pool	N/A	7101
Marbury Alumni Center	1st Floor	7201
	Attic	7202
Equipment Area	N/A	7401
Auto Service Center	N/A	7402
Professional Aviation-Airport	N/A	7501
J.C. Love Baseball Stadium	N/A	7505
Office and Warehouse	N/A	7601
Storage Area (Green Building)	N/A	7602
President's Home	1st Floor	7701
	2nd Floor	7702
Greenhouse	N/A	7807
Sawmill	N/A	7901
Research Park Observatory	N/A	7907

Building	Floor	Code
Forestry Storage A	N/A	7908
Lath House	N/A	7910
Machine Storage Building	1st Floor	8001
	2nd Floor	8002
Agricultural Engineering Machinery Building	N/A	8003
Engineering Research Lab	N/A	8004
Machine Shed	N/A	8005
Hay Storage/Feed Barn	N/A	8014
Farm-Pastures	N/A	8021
Demonstration Farms Ruston State School	N/A	8024
LSU Medical Center-Shreveport	N/A	8101
Enterprise Center	N/A	8202
Dairy Complex	N/A	8203
Nanopulse Center	N/A	8204
Farm-Sales Room	N/A	8205
Meats Laboratory	N/A	8207
Pavilion	N/A	8208
Thomas Assembly Center	Arena Level	8301
	Concourse Level	8302
	Mechanical Level	8303

Building	Floor	Code
Lincoln Parish Museum	N/A	8401
Hideaway Park	N/A	8501
Equine Center	N/A	8601
Lambright Intramural Center	1st Floor	8602
	2nd Floor	8603
Softball Fields	N/A	8605
Lomax Hall	N/A	8606
Property-Gilman Street	N/A	8608
Glenwood Regional Medical Center-West Monroe	N/A	8609
Lomax Storage Building	N/A	8610
Methodist Children's Home	N/A	8612
Machine Shop/Custodial	N/A	8613
CAMD Center-Baton Rouge	N/A	8615
Los Alamos Research Center	Physics	8620
Environmental Safety Building	N/A	8700
Integrated Engineering & Science Center	1st Floor	8801
	2nd Floor	8802
	3rd Floor	8803
Women's Center	N/A	8888
Dummy Location (Code to Indicate Items not Located)	N/A	99XX



Policy 5307 – Data Sanitization Policy

Effective Date: 9/12/2016

Original Date: 11/9/2011

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:

- The department erases sensitive data before releasing the device.

- The Department submits an Equipment Disposition Request using standard property procedures.

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.

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 surplused to the Property warehouse.

The method of data sanitization will be determined by following OTS Data Sanitization Standards and Requirements.

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 surplused to Property.

VoIP equipment can be sanitized by the Technical Services/Telecommunications personnel.

Transferring a computer storage device to another department:

The Department submits an Equipment Transfer Request using standard property procedures.

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.

The Property Office will conduct random spot checks of surplused 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 surplused:

CLASS CODE	CLASS CODE	CLASS CODE
ADAPTER, COMPUTER	COMPUTER, ROUTER	PRINTER
ADDRESSOGRAPH	COMPUTER, SCANNER	PRINTER, ACCESSORY
ANALYZER, COMPUTER	COMPUTER, SERVER	PRINTER, BLUEPRINT
ANALYZER, MEDICAL	COMPUTER, SWITCHER	PRINTING EQUIPMENT
ASPIRATOR	COMPUTER, TAPE DRIVE	READER, MEDICAL
AUDIO VISUAL EQUIPMENT	CONTROLLER, COMPUTER	RECORDER, AUDIO/TV
BLOOD PRESSURE MONITOR	CONTROLLER, MEDICAL	RECORDER, BLOOD PRESSURE
BLOOD TESTING EQUIPMENT	COPIER	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	DUPLICATING, OFFICE EQUIP.	ROBOT EQUIPMENT
CAMERA, SECURITY	DUPLICATING, PRINTING EQUIP.	SCANNER, COMPUTER
CAMERA, TV	ECGIELECTROCARDIOGRAPH EQUIP.	SCANNER, COMPUTER

CAMERA, VIDEO	EEGIELECTROENCEPHALOGRAPH	SCANNER, MEDICAL
CARDIAC MONITOR	ELECTROSHOCK THERAPY MACHINE	SPEECH TESTING EQUIPMENT
CARDIOGRAPH	EMGLIELECTROMYOGRAPH	SPHYGMOMANOMETER
CARDIOSCOPE	ENCODER	SPIROMETER
CART, MEDICAL	EYE TESTING EQUIPMENT	STIMULATOR, MEDICAL
CHECK, WRITER	FAT PERCENTAGE INDICATOR	SURVEILLANCE EQUIPMENT
COMMUNICATION EQUIPMENT	FAX MACHINE	TELECOMMUNICATIONS EQUIPMENT
COMPUTER	FINGERPRINTING EQUIPMENT	TELEPHONE
COMPUTER SOFTWARE	GLUCOMETER	TELEPHONE ANSWERING EQUIPMENT
COMPUTER TRAINING EQUIPMENT	HEARING TESTING EQUIPMENT	TELEPHONE EQUIPMENT
COMPUTER, ACCESSORY	HEMOGLOBINOMETER	TELEPHONE, INTERCOM/PAGING
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	INTOXIMETER	TRACKING SYSTEM, INMATE
COMPUTER, DISK STORAGE	IV PUMP	TRANSMITTER, MEDICAL
COMPUTER, DOCUMENT FEEDER	LABELLING EQUIPMENT	TRANSCRIBER
COMPUTER, DRIVE	LABORATORY EQUIPMENT	TYMPANOMETER
COMPUTER, EQUIPMENT	MEDICAL EQUIPMENT	TYPEWRITER
COMPUTER, HANDHELD	METER, MEDICAL	ULTRA SOUND, CARDIAC
COMPUTER, LAPTOP	MICROFICHE READER	ULTRASOUND EQUIPMENT
COMPUTER, LASER DISC	MONITOR, MEDICAL	X-RAY EQUIPMENT
COMPUTER, LCD PROJECTOR	NAVIGATION EQUIPMENT	X-RAY EQUIPMENT, ACCESSORY
COMPUTER, MAINFRAME	PHYSIOGRAPH	
COMPUTER, MEDICAL	PLOTIER	
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:

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.

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.

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.

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 Provost;
- for staff members, the Associate Vice President for Finance and Comptroller; or

- o for students, the Executive Vice President and Vice President for Student Advancement. (Adopted 4/9/01)

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).

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.

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.

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.

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)

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 Provost).

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/Provost.

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/Provost. Major offenses will be dealt with by the supervising Vice Presidents/Provost.

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

Revision Date: 10/21/2019

Last Review: 10/21/2019

Original Effective Date: 11/21/2007

Responsible Office: Associate Vice President for Administration and Facilities

Reference: State Travel Policies (PPM-49) and State Driver Safety Program

Policy:

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.

All non-employees being transported in a state-owned or state-leased vehicle must sign an Acknowledgement of Non-State Employees utilizing state vehicles form.

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 Fueltrac can only be used to purchase gasoline or other vehicle related expenses for University Vehicles. These cards cannot be used for vehicles not owned or leased by Louisiana Tech University.

Department heads are responsible for reviewing Fueltrac 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.

Definitions:

Not Applicable.

Procedures:

Not Applicable.

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 <https://www.latech.edu/administration/policies/>.

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

Louisiana Tech University's Purchasing Department procures 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**](#)

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**

Code 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: the public servant;

1. any member of his immediate family;
2. any person in which he has an ownership interest that is greater than the interest of a general class;
3. any person of which he is an officer, director, trustee, partner, or employee;
4. any person with whom he is negotiating or has an arrangement concerning prospective employment;
5. 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.

Summary of Ethics Code – Louisiana Board of Ethics

5200: Purchasing

Revision Date: 10/21/2019

Last Review: 10/21/2019

Original Effective Date: 10/21/2019

Responsible Office: Purchasing Office

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

Policy:

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.

To enable efficient procurement and ensure compliance with state and federal regulations for various situations procedures have been developed to assist the University community. Procedures identify the approval process and responsible parties.

Only the Director of Purchasing or University President or specific designee may execute contracts on behalf of the University committing expenditure of university funds or other resources.

Definitions:

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.

Cash – Check Petty Cash instructions

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:

- Attach note to requisition notifying purchasing.
- Explanation of why the emergency exists.
- 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

Procedures:

Ethics Statement

All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety or the appearance of impropriety. The Code of Governmental Ethics can be found by searching La. R.S. 42:1101-1170.

The Code of Governmental Ethics specifically prohibits:

Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.

Receipt of a thing of economic value by a public servant for services rendered to or for the following: persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency.

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

- the public servant;
- any member of his immediate family;
- any person in which he has an ownership interest that is greater than the interest of a general class;
- any person of which he is an officer, director, trustee, partner, or employee;
- any person with whom he is negotiating or has an arrangement concerning prospective employment;
- 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.

Purchasing items to remember:

1. Comply with all procurement laws (LA R.S. 39: 1551-1755; LRS 38: 2181-2320; Title 34), rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services.

2. When completing a requisition, tell a complete story, someone unfamiliar with your purchase should be able to read the requisition and fully understand what is happening and why.
3. Purchase office supplies through the Staples Advantage, the State Contract vendor.
4. The Office of State Procurement State Contract website references multiple contracts for paper, furniture (Dell, HP, Grainger, MSC Industrial, Fisher Scientific, VWR Scientific) and other Approved Catalog Contracts. Use of these state contracts save bidding time and money.
https://www.doa.la.gov/Pages/osp/contracts_index.aspx
5. Refer to the “Purchasing Procedures” for guidelines on purchases up to \$5,000, Purchases over \$5,000 but less than \$15,000, Purchases over \$15,000 but less than \$25,000, and purchases over \$25,000. The splitting of purchases in order to circumvent the bid law and to stay within the bidding thresholds is not permitted.
6. Follow guidelines and secure special approvals for purchases of food through Aramark; purchasing and serving of beverages which are Pepsi products ONLY.
7. Louisiana Tech has guidelines established for the use and reproduction of logos and trademarks that require the advance approval of the Office of University Communications. The approval form can be found at https://www.latech.edu/documents/2018/05/policy1309_logo-brand_usage_approval_form_fillable.pdf/
8. Only the President and Director of Purchasing are authorized to sign contracts or agreements for the purchase of goods or services that obligate the University.
9. Software Agreements – Sometimes vendors will require that an agreement be signed, or will state that the University agrees to the company’s Terms and Conditions/ EULA (End User License Agreement). In this case, the original agreement, not signed by the University, must be forwarded to Purchasing for review with compliance with Louisiana law and for Purchasing’s signature. Only the President and Director of Purchasing are authorized to sign these agreements binding the University.
10. Obtain all required approvals **before** sending requisitions to Purchasing. Grant purchases require an additional approval from Sponsored Projects. Student Technology accounts require the signature of Provost and President.
11. Attach all forms required in addition to the requisition (i.e. travel authorization, meal form, etc).
12. Remember that all subscriptions, membership dues, software licenses, etc. are allowed for a period of ONE year. Two year subscriptions, memberships, etc. are not allowed.

Procurement thresholds established by executive order of the governor of Louisiana – JBE 2016-39

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

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).

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, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. A minimum of three (3) working days shall be allowed for receipt of quotations. 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. Quotation results must be summarized in summary format specified by the Purchasing Department.

When the price is determined to be reasonable, the requirement to solicit three (3) quotations may be waived when making purchases from a small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship that is currently certified by the Department of Economic Development. 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.

Soliciting three (3) quotations may be waived when purchasing from a business registered with the Secretary of State as domiciled in Louisiana. 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

These solicitations must be on the Purchasing Department's bid 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.

Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding fifteen thousand (\$15,000) but not exceeding twenty-five thousand dollars (\$25,000).

Quotations may be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses, small entrepreneurships, or a veteran or service-connected disabled veteran-owned small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotation, and state the reason why any lower quotation was rejected.

The requirement to solicit certified small and emerging businesses, small entrepreneurships, or veteran or service connected disabled veteran-owned small entrepreneurships is waived for those agencies that post on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.

A minimum of five (5) working days shall be allowed for receipt of quotations.

All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.

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 (The Advocate in Baton Rouge) and in a newspaper in the locality of the budget unit to be served. In addition to advertisement all purchases requiring advertisement must be posted on the State of Louisiana State Procurement public website LaPAC. Vendors registered with the State of Louisiana State Procurement Office will receive email notification of bids by the classification of procurement.

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.

Exceptions to competitive bidding – as outlined in JBE 2016-39; Section 5

The following items are considered small purchases and may be procured in the following manner:

No competitive process is required for the following items:

- Repair parts for equipment obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available. This provision does not apply to the stocking of parts;
- Equipment repairs obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;
- Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;
- Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
- Livestock procured at public auction or from an individual which has purebred certification approved by the Department of Agriculture and Forestry;
- Purchasing or selling transactions between state budget units and other governmental agencies;
- Publications and/or copyrighted materials purchased directly from the publisher or copyright holder not exceeding ten thousand dollars (\$10,000);
- 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 not exceeding fifteen thousand dollars (\$15,000);
- Public utilities and services provided by local governments;
- Prosthetic devices, implantable devices, and devices for physical restoration which are not covered by a competitive state contract;
- Educational training, including instructor fees, 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, not exceeding ten thousand dollars (\$10,000), except for customized training which is covered under La. R.S. 39:1551 et seq.;
- Procurements 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;

- 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, not exceeding ten thousand dollars (\$10,000) with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
- 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);
- Working-class animals trained to perform special tasks, including but not limited to, narcotics detection, bomb detection, arson investigation, and rescue techniques;
- Food, materials, and supplies for teaching and training not exceeding ten thousand dollars (\$10,000), where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
- Shipping charges and associated overseas screening and broker fees between international and domestic origins and destinations not exceeding ten thousand dollars (\$10,000) per transaction;
- Renewal of termite service contracts;
- 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;
- Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICFIMR facilities;
- 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;
- 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;
- Commercial Internet Service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
- Advertising, where permitted by law, and the head of an agency or designee certifies that specific media is required to reach targeted audiences;
- 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;
- Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints not exceeding ten thousand dollars (\$10,000);
- Livestock sperm and ova;

- 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.;
- Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etcetera, not to exceed twenty-five thousand dollars (\$25,000) per transaction;
- Mailing list rentals or purchases not exceeding ten thousand dollars (\$10,000); and
- 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, from 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 service connected disabled veteran-owned small entrepreneurship.

- 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;
- Food, materials, and supplies needed for:
 1. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available and the cost of the food, materials, and supplies do not exceed twenty-five thousand dollars (\$25,000); and/or
 2. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable;
- Convention and meeting facilities not exceeding twenty five thousand dollars (\$25,000), provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49- General Travel Regulations;
- Gasoline and fuel purchases not exceeding ten thousand dollars (\$10,000);
- Equipment for blind operated facilities not covered by competitive state contract;
- Livestock feed commodities, including but not limited to soybean meal, cottonseed meal, and oats not exceeding ten thousand dollars (\$10,000);
- Seed commodities, including but not limited to rye grass, soybean seed, corn seed, cotton seed, etc. as well as related fertilizers, herbicides, insecticides, and fungicides when not covered by competitive state contract;
- FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA certified 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 Office of Aircraft Services, Division of Administration; and
- Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

Memorandum OSP 17-04 – Executive Order JBE 16-39 Exemption

Executive Order JBE 16-39 prescribes small purchases procedures in accordance with La. R.S. 39:1596 of the Louisiana Procurement Code (La. R.S. 39:1551 et seq.). In Sections 5(A)(7) and (8), the Executive Order allows for the procurement of publications and/or copyrighted materials purchased directly from the publisher or copyrighted holder without competition up to \$10,000, and of 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 copyrighted holders without competition up to \$15,000.

Public Institutions of Higher Education, the State Library and local public school boards are exempt from the monetary caps set forth in Sections 5(A)(7) and (8) of E.O. JBE 16-39 with respect to the procurement of publications and/or copyrighted materials purchased directly from the publisher or copyright holder, and 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.

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 a **rare exception** and is reviewed and approved on a case by case basis.

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:

Requirements for Sole Source:

- Letter or statement from manufacturer stating that they are the sole supplier, &
- 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, &
- Bid or other documentation of price with order information.

Examples of circumstances which could necessitate sole source procurement are:

- Where the compatibility of equipment, accessories or replacement parts is the paramount consideration.
- Where a sole supplier item is needed for trial use or testing.
- Procurement of items for resale.
- Procurement of public utility services.
- Procurement of registered breeding stock.
- 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:

- The function of Louisiana Government;
- The preservation or protection of property; or
- The health or safety of any person.

Emergency 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

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.

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:
 - The price for which the used equipment may be obtained.
 - The plan for maintenance and repair of the equipment and the cost thereof.
 - The savings that will accrue to the state because of the purchase of the used equipment.
 - 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.”

Types of competitive bids

- **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.
- **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 receiving report. 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.
- **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.

Purchases are not to be artificially divided

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.

Individuals and 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 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.

Specifications

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.

Types of specifications:

- 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.)
- 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.)
- 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:

- Identify the minimum requirements.
- Allow for competitive bidding.
- Provide for a just and fair award at the lowest possible cost.

Purchase requisitions

Requisition items for purchase – make the requisition tell a complete story

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://www.doa.la.gov/Pages/osp/Index.aspx>

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:

- The items are not relevant to the effective operation of the University and do not benefit the State of Louisiana.
- The requisition is not typed in at least a 10 pitch.
- Statement, packing slip, or acknowledgment is attached rather than an invoice.
- The invoice is not an original.
- 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.
- The reimbursements are for prospective employees. (Check with the Comptroller for correct procedures.)
- The forms have insufficient information, such as:
 - Required signatures
 - Required attachments (meal forms, professional services, travel authorizations, specifications)
 - Incomplete specifications.

- 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:

- 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.
- Contract – When the payment is for a professional service a copy of the completed formal contract is required.
- Supplemental information for food – An approved form must be attached to any requisition for food or meals.
- 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.

Preparation of requisitions – Make the requisition tell a complete story

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.

- Date: – Enter date the requisition is typed.
- Department charge code- Enter complete ten (10) digit expenditure code. (plus grant code if applicable)
- Department – Enter originating department.
- Contact person – Enter name of person with knowledge of the requisition information
- Phone – Phone number of contact person.
- Vendor or payee – Name and address of the vendor or payee that is to receive the check.
- Item number – Number items in sequence. DOUBLE SPACE BETWEEN EACH, using second sheet if necessary.

- 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.
- 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.

- 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.
- 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.
- Approved by and requested by – Signatures are required according to each department’s regulations. Some accounts require additional approval, such as Office of Sponsored Projects. All requisitions must be approved before submitting to Purchasing. Stamped signatures are not acceptable.

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

- Estimated total amount- This is important in determining bid category.
- Vendor name and address – List known vendors for items requested, giving complete names, addresses, phone numbers, contact names and fax numbers, email address. Purchasing will delete or add vendors as necessary.

Payment methods

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 reimbursement

Petty Cash Reimbursement forms are available from the Comptroller’s office.

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

- Date: Date that the form is presented for payment.
- Amount: Amount to be reimbursed.
- There is not a monetary limit that can be reimbursed, but all purchasing rules and regulations apply.
- Charge code: Department code to be charged.
- For: Items purchased.
- 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.

Reimbursements

- 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.
- 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.
- 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.
- 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.
- 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.

- An appropriate explanation should accompany each reimbursement request and any unusual items should be explained.
- 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.
- 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.
- Duplicate copies of lost petty cash vouchers will not be accepted. Losing a petty cash voucher **will be the same as loss of currency.**
- Use of campus mail for sending petty cash vouchers to the cashier is discouraged.
- Business calls placed on home phones are discouraged. If it is necessary, the following will be required:
 - Bill must be the original with calls highlighted.
 - The name of the person called and the purpose must be listed, legibly.
 - An explanation of why it was necessary to use the home phone rather than take advantage of the reduced rates available at the office.

Purchase of Desktops, Laptops, Netbooks, and Other Smart Devices

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 \$1,000.00 must have a state issued tag and all computer devices less than \$1,000.00 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

For the list of approved computer equipment including Apple computers, please visit the Louisiana Tech website: <https://www.latech.edu/administration/administration-facilities/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.

Related links and resources

- [Louisiana State Contracts](#)
- [State Contract \(Computer Items\)](#)
- [Minimum Computer Standards – Established through Computing Center](#)

Forms

- [Authorized Dealer Certification](#)
- [Bidder List](#)
- [Bidder Application](#)
- [Copier Cancellation Form](#)
- [Research Lab Supplies/Equipment Exemption](#)
- [Purchasing Card Enrollment](#)
- [Purchasing Card Cardholder Agreement Form](#)
- [Purchasing Card Approver Agreement Form](#)
- [Purchasing Card Transfer of Charges](#)
- [Sole Source](#)
- [Supplemental Meal](#)
- [Louisiana Tech University Checklist for Business Entities performing Personal, Professional, Consulting or Social Service Contracts](#)
- [Contract Routing Form](#)
- [Professional Services Contract – sample](#)
- [Requisition – Fillable](#)
- [Schedule of Items Page 2](#)
- [Phone Quote Form – Fillable](#)

Policy 5215 – Professional Services

Revision Date: 10/21/2019

Last Review: 10/21/2019

Original Effective Date: 11/1/2002

Responsible Office: Purchasing Office

References: LRS 39:1551 et seq.; Title 34, Part V; Louisiana Procurement Code

Policy:

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

Louisiana Revised Statutes Title 39:1551 et seq. and the Louisiana Procurement Code directly addresses the laws and regulations governing Professional, Personal, Consulting, and Social Services Contracts. The official rules and regulations of the Office of State Procurement 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.

Definitions:

Not Applicable.

Procedures:

Ethics Statement: All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety or the appearance of impropriety. The Code of Governmental Ethics can be found by searching La. R.S. 42:1101-1170.

The Code of Governmental Ethics specifically prohibits:

Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.

Receipt of a thing of economic value by a public servant for services rendered to or for the following: persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency.

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

- the public servant;
- any member of his immediate family;
- any person in which he has an ownership interest that is greater than the interest of a general class;
- any person of which he is an officer, director, trustee, partner, or employee;
- any person with whom he is negotiating or has an arrangement concerning prospective employment;
- 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.

Authorized Signature – Only the Director of Purchasing or University President or specific designee may execute contracts on behalf of the University committing expenditure of university funds or other resources.

In general, contracts are prohibited in the following situations:

- Individual is not a U.S. Citizen
- Individual is a current Louisiana Tech Student
- Individuals that have been an employee of Louisiana Tech within the previous 2 years

Contract approval routing

In the approval process, submit three (3) original contracts accompanied with a contract routing form and Louisiana Tech University Checklist for Personal Professional, Consulting or Social Services Contract.

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 have been complied with.

Contracts may only be signed by the President.

Contracts exceeding \$50,000 require approval of the State of Louisiana Office of State Procurement and may require RFP.

All contracts must be routed by routing form and will be returned to the person initiating the routing form.

Three original contracts should be prepared with one for each of the following: (1) Office of Purchasing, (2) Department initiating the contract and (3) Other party on contract.

Contracts for legal services require all of the following, plus approval by the Office of Attorney General and Office of State Procurement. Coordinate all requests for legal services through the Office of President.

General Policy – The Purchasing Department is charged with administering the rules and regulations adopted by the Louisiana Office of State Procurement for the procurement, management, control and disposition of all professional, personal, consulting, and social services contracts required by University Departments.

Louisiana Revised Statutes Title 39:1551 et seq. 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.

Contracts must be accompanied by a W9, proof of authority to sign, and Certificate of Insurance.

The Purchasing Department decides all matters of policy relative to professional, personal, consulting, and social services contracts for the University. Requirements established in Louisiana Revised Statutes and Administrative Code are strictly followed. The Office of State Procurement has established the following minimum requirements:

Contracts Shall:

1. Contain appropriate original (not a signature stamp) signatures of agency and contractor.
2. Contain appropriate approvals; i.e. Civil Service, Attorney General, Higher Education Boards, if applicable, etc.
3. Contain a date upon which the contract is to begin and upon which contract will terminate.
4. Contain a description of the work to be performed including goals and objectives, deliverables, performance measures and a monitoring plan.
5. Contain a maximum amount and schedule of payments to be made.
6. Contain an itemized budget if it is a cost reimbursement contract.
7. Contain a description of reports or other deliverables to be received, when applicable.
8. Contain a schedule when reports or other deliverables are to be received, when applicable.
9. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:

- Travel and other reimbursable expenses constitute part of the total maximum payable under the contract, or
- No more than (\$_____) of the total maximum amount payable under this contract shall be paid as reimbursable expenses, and
- Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure Memorandum 49 (The State General Travel Regulations).

10. Contain the responsibility for payment of taxes, when applicable.
11. Contain the circumstances under which the contract can be terminated either with or without cause and contains remedies for default. Must contain 30 day termination at convenience of the state unless justified and approved by the Director of the Office of Contractual Review.
12. Contain a statement giving the Legislative Auditor and the Division of Administration Auditors the authority to audit records of the individual(s) or firm(s).
13. Contain an assignability clause.
14. Contain required anti-discrimination language (ADA).
15. Prohibition of Discriminatory Boycotts of Israel
16. Continuing Obligation requirement
17. Eligibility Status – Not on Federal List of Excluded Parties
18. Appropriate language if key internal controls have been outsourced.

Contracts that must be forwarded to Office of State Procurement must have:

1. Signed BA-22 form.
2. Certification letter, if contract is over \$5,000.
3. Multi-year letter, if contract exceeds 12 months.
4. Late letter, if contract is more than 60 days late.
5. Board Resolution, if contractor is a corporation, either profit or non-profit.
6. Disclosure of Ownership affidavit which has been filed with the Secretary of State's Office if contractor is a for profit corporation whose stock is not publicly traded.
7. Certificate of Authority to do business in Louisiana if contractor is an out-of-state corporation.
8. Resume for Consultants.
9. Advance payment justification from non-profit contractor and approval by the agency with a statement that this is the most cost effective way of obtaining the services as well as a recoupment schedule.
10. Information and documentation if contract was awarded through the Request for Proposals process.

Related Links and Resources

- **[Louisiana Tech University Checklist for Business Entities performing Personal, Professional, Consulting or Social Service Contracts](#)**

- **Contract Routing Form**
- **Professional Services Contract – sample**

Policy 5216 – Purchasing Card (LaCarte)

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Responsible Office: Purchasing Office

References: Office of State Procurement

Policy:

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 Travel 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 or account holder/authorized user of the CBA.
- 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.
- Approver – The cardholder's supervisor or the most logical supervisor that is at least one level higher which would be most familiar with the business case and appropriate business needs for the cardholder's transaction and is responsible for approving transactions on-line and signs both the cardholder's billing cycle log and monthly statement.
- Billing Cycle – The period of time between billings. For example, the State of Louisiana P-Card closing period ends at midnight on the 5th of each month.
- Card Abuse – Use of the card for non-approved State business purchases such as for personal purchases.
- Card Misuse – Use of the card for legitimate purchases but for goods or services that are prohibited by the State or internal policy (e.g., purchases for fuel for a State vehicle when the agency participates in the Statewide Fuel Card Program).
- Cardholder – A State of Louisiana employee whose name appears on the P-Card or the person who has been assigned by the agency as the accountholder/authorizer for the CBA and is given authority to make purchases within preset limits on behalf of the agency.
- 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 a single authorized accountholder/authorizer 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.
- Controlled Billed Account (CBA) Accountholder/Authorizer – Person responsible for the CBA account. The accountholder/authorizer is a specific person assigned to a CBA account with the same responsibilities as that of a cardholder. Each CBA account must have only one accountholder/authorizer.
- 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.
- Default Coding – Agency specific accounting assigned to an individual cardholder's transaction which exports to the agency's accounting system, if applicable.

- Department Head – An elected officer, an appointed officer, the executive head of a State agency or President of a College or University.
- Disputed Item – Any transaction that was double charged; charged an inaccurate amount, or charged without corresponding goods or services by the individual cardholder.
- Electronic Funds Transfer (EFT) – An electronic exchange or transfer of money from one account to another, either within the same financial institution or across multiple institutions.
- Electronic Signature – An electronic sound, symbol or process attached to or logically associated with a record or executed or adopted by a person with the intent to sign the record.
- Export File – Data that pushes from Bank of America WORKS into ISIS/LEO or other applicable accounting system which imports to the agency's financial system to create the voucher for Bank of America payments.
- Fraud – Any transaction, intentionally made that was not authorized by the cardholder or not for Official State Business.
- Incidental Expense – Expenses incurred while traveling on official state business, which are not allowed on the state liability P-Card. Incidentals include, but are not limited to meals; fees and tips (porters, baggage carriers, bellhops, hotel maids); transportation between places of lodging/airport such as taxi; phone calls and any other expense not allowed in the State Liability Travel Card and CBA Policy.
- INTELLILINK – Visa's web-based auditing tool which is used to assist with monitoring and managing the agency's card program usage to ensure that card use conforms to all policies and procedures.
- ISIS – State of Louisiana's integrated system used for accounting, financing, purchasing, and contracting functions.
- LaGov – State of Louisiana's integrated system used for accounting, financing, logistics, human resources, procurement, travel, and data warehouse storage and reporting.
- MCC (Merchant Category Code) – A standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned a MCC by the acquiring bank.
- MCCG (Merchant Category Code Group) – A defined group of merchant category codes. MCCGs which are used to control whether or not cardholders can make purchases from particular types of merchants.
- 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 form used in the reconciliation process for purchases/services charged during the billing cycle. The log is used to document cardholder's approval of purchases billed by matching the paper billing statement, received from the bank, to the log and the original 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). Likewise, the designated approver's approval can either be by signature (paper) or electronic signoff (online in WORKS Workflow). Electronic logs must be in an un-editable format such as a PDF.

- Personal Purchases – Non-work related goods or services purchased solely for the benefit of the cardholder, the cardholder's family, or other individual(s).
- Policy and Procedure Memorandum 49 (PPM49) – The State's general travel regulations (<http://www.doa.la.gov/Pages/osp/Travel/Index.aspx>) these regulations apply to all state departments, boards, and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining, federal funds, or funds generated from other sources.
- Program Administrator – Person responsible for administering and managing the LaCarte Program at the agency level and acts as the main contact between the agency, the State, and the issuing bank.
- Purchasing Card Profile – Unique profile associated with a cardholder that sets the card credit limit, single purchase limit, and MCCs on the cardholder's ability to make purchases on behalf of the State. The profile name must be unique and should be set up in the following format, this is an example only- CL\$20,000; STL\$1,000; MCCG: csh, tvl, rest
- Receipt – A merchant-produced original document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, packing slip, credit receipt, etc.). This must match the online transaction amount and be matched to any other related documentation regarding the transaction.
- SPL (Single Purchase Limit) – The maximum spending (dollar) limit a P-Card is authorized to charge in a single purchase. 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.
- Split Purchase – A practice whereby one or more cardholders or suppliers split a purchase into two or more transactions and/or purchase orders to circumvent either single transaction limits or bid requirements. This is prohibited by the Statewide Purchasing Card Policy.
- State Program Administrator – Central point of contact responsible for managing and overseeing the Statewide LaCarte Program.
- Transaction – A single purchase of goods or services. 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: original itemized purchase receipts/invoices (with complete item descriptions, not generic such as "general merchandise"), receiving documents, credits, disputes, and written approvals.

- WORKS – Bank of America’s web-based system used for program maintenance, card/CBA issuing/suspension/cancellation and reporting.
- WORKS Workflow – Bank of America’s online system that includes user profiles and transaction workflow.

Procedures:

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, Office of Sponsored Projects, and Office of Internal Audit.

No Purchasing Card or CBA account 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 including the person responsible for monthly audits/reports and second level review of the University’s 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 Travel 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 Office of Sponsored Projects, Office of Sponsored Projects 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 Office of Sponsored Projects 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 Office of Sponsored Projects 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.
4. 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.
5. 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.
6. 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.

1. Cardholder will scan and upload into system all receipts
2. Cardholder will certify that each transaction was made within University and State Travel Card Policies
3. Cardholder will assign a University account & budget object code to each transaction
4. Cardholder will attach original receipts to paper statement and forward paper statement to approver. Original billing statements must be signed by both the cardholder and the approver. Electronic or stamped signatures are not acceptable.

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, Office of Sponsored Projects 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 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 Travel, 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 Travel, 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 Travel.
- Office of Internal Audit will audit Purchasing card system and transactions per State Travel Requirements and Internal Audit Plan. Conducting an audit of the purchasing card program no

less than once every 3 years is encouraged by the Office of State Travel.

- 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 each approver 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 card 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:

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

- i. 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.
- ii. 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.

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

d. Purchasing Card Cycle

- i. Suppliers receive remuneration from Visa within two business days of requesting payment for merchandise provided.
- ii. Adhere to all provisions herein.
- iii. 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.
- iv. Louisiana Tech University remits payment to the Bank of America by the 30th business day of each month.
- v. Individual charge transactions are received electronically each month and downloaded 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, Office of Sponsored Projects (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. The 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/CBA 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 disputes 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 charges to your program administrator immediately.

G. Lost or Stolen Cards

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

1. Never display their Card Account Number around their work area.
2. Never give his or her Card Account Number to someone else without his or her Program Administrator's permission.
3. Never email full account numbers under any circumstances.

J. Declared Emergency Use

1. 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 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.
2. Higher limits do NOT eliminate the need to follow emergency procurement rules, policies, procedures and/or executive orders.
3. 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. Electronic Billing Cycle Logs for CBA accounts must be signed by both the administrator/authorizer and the supervisor/approver responsible for the CBA acknowledging that all transactions are for state business.
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 advances, 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.

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



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

<https://www.latech.edu/documents/2019/09/20-21-bonds-crime-property-program.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.
- If monies are found to be missing, or if there is suspicion of theft or diversion of funds, immediately contact the Comptroller, University Police, appropriate Dean or Division Head, and/or the Office of Internal Audit.
- All checks should be made payable to "Louisiana Tech University." All checks must be restrictively endorsed upon receipt.



Louisiana Tech University

Cash (Continued)

- 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.

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 property 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 5200** 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 5200**.



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/contracts_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 Associate 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 Associate 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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Appendix H

Policy 4106 – Keys for Offices and Buildings

Revision Date: 10/21/2019

Last Review: 10/21/2019

Responsible Office: Operations and Maintenance (Administration and Facilities)

References:

Policy:

The Key Policy is established to ensure accessibility to University facilities while maintaining a safe and secure campus. Individuals assigned keys are responsible for securing assigned keys and for their use. Should a key become lost it is the responsibility of the employee to immediately notify the University.

Residential Life develops policies and administers key control and maintains a key inventory for all Residential Facilities. The Physical Plant administers key control and maintains a key inventory for all other buildings on the Louisiana Tech University campus.

The Physical Plant will establish forms for key requests and approvals. Employees assigned keys must pick-up keys at the Physical Plant and will sign the key request form as a receipt, signifying acceptance of responsibility for the key and its use. Employees 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. If at anytime a key is no longer needed before separation from the University, the employee must return the key to the Physical Plant. Employees must 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 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. No keys will be distributed without being assigned to an individual employee.

Issuance of Master Keys must be approved by the Associate Vice President for Administration and Facilities. Only one master key will be assigned to any individual.

The Physical Plant will notify the employee when the keys are ready to be picked up.

It is against University Policy and poor practice to loan a key to another individual.

Keys must not be transferred directly from one employee to another employee.

Employees will be charged for key replacement or for keys not returned at time of separation from service.

For security of 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.

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.

Electronic access to buildings is available through radio frequency identification (RFID) enabled 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. Rules for which areas are granted electronic access are determined by administrators controlling the facility. Each area controlling the facility shall maintain a policy for their area of responsibility. The electronic control system will maintain who authorized access, the date authorization was granted and specific areas granted access.

Definitions:

Sub-Master Key – a key fitting a group of related doors within a building. The Sub-Master Key will open all doors commonly grouped, but not every door in a facility.

Building Master Key – a key fitting one building and most doors within a building. A Building Master Key will open all doors in a building.

Fob or ID Card with RFID – University ID Card or key chain fob that unlocks doors programmed to provide access instead of a key.

Procedures:

Key request form

Physical Plant

Employee Key Request Form

revised 09/25/2017



☐ 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 and Dean as indicated by their signature below.

Employee: _____
Print Name

Sign Name

Department Head: _____
Print Name

Sign Name

Dean: _____
Print Name

Sign Name

All Building Master or Grand Master key requests require approval from the **Associate VP for Administration & Facilities**.

Associate VP for Administration & Facilities: _____

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: _____

Employee
Signature: _____ 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 Departments 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 9-17-19

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 that were assigned are to be immediately returned to the Director of Admissions. All returned FOBs must be placed inactive before being assigned to a new employee.

In addition to the Hale Hall FOB, the Campus Visit Coordinator has fifteen 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 and/or Admissions Recruiters who check out and return a FOB to the Campus Visit Coordinator before and after each tour.

In the event of a lost or stolen FOB, the employee will report this to the Director of Admissions and the FOB will immediately be deactivated.

LOUISIANA TECH ATHLETICS ACCESS CONTROL PROCEDURES

- The Associate AD for Internal Operations will maintain the access control database for individuals needing access to the Thomas Assembly Center, Davison Athletics Complex and Joe Aillet Stadium Press Box. The inventory will be maintained in the Genetec 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/RFID inventory list will be distributed to units within the Department of Athletics for a review to ensure that FOB/RFID holders continue to need access.
- Upon separation of employment, access is immediately terminated to all facilities. When possible, FOBs should be returned to the Associate AD for Internal Operations.
- If an RFID-enabled campus ID card is lost or stolen, it is the responsibility of the cardholder to report this to the Tech Express ID office and obtain a replacement campus ID. If a key fob credential is lost or stolen, the cardholder must report this to the Associate AD for Internal Operations as soon as possible so that credential may be removed from the cardholder's account; the credential will be replaced at the discretion of the Associate AD for Internal Operations.

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.**

Carson-Taylor Hall FOB Procedures (Chemistry)

- The inventory of FOB's assigned to individuals needing access to the exterior door of Carson-Taylor Hall or to specific rooms in Carson-Taylor Hall will be maintained in the University FOB access control server.
- In addition to FOB access, RFID Campus ID cards will be assigned building access or room access privilege through the Biology Department or Chemistry Program.
- Periodically, a FOB inventory list will be distributed to departments within **Carson-Taylor Hall** for a review to ensure that FOB holders continue to need access.
- Departments will remove access upon the separation of an employee from employment or if access is no longer needed by a student.
- In order to be assigned a FOB or access through use of Louisiana Tech University ID card, employees or students must be assigned a C.W.I.D.
- When an employee or student separates from the University, that information will be automatically passed through Active Directory thereby de-activating FOB access rights. Responsibility of providing or denying access is primarily to the Biology Department or Chemistry Program for Carson-Taylor Hall, but Active Directory provides back-up de-activation.
- If the fob is lost or stolen, report it to the issuing office (Biology Department or Chemistry Program) so the 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 will be given access to Carson-Taylor Hall.
- In general, we prefer to phase out the use of FOBs in favor RFID Campus ID cards.

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.

Key Fob Policy

Louisiana Tech IT and Infrastructure/Computing Center Key Fob Policy

The Louisiana Tech IT and Infrastructure department and Computing Center utilized electronic access controls to protect key areas. Access is assigned based on need and is granted by the appropriate Director or designee.

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 Louisiana Tech IT and Infrastructure department and Computing Center will comply with Policy #4106 from Louisiana Tech’s Policies and Procedures:

ELECTRONIC ACCESS

Electronic access to buildings is available through RFID enabled 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 IT and Infrastructure department, 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 access control 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 access control system will maintain who authorized access, the date authorization is granted and specific areas granted access.

Audits of persons granted access to specific space will be performed periodically to ensure security.

Louisiana Tech IT and Infrastructure department and Computing Center management will review the Reader Access Report annually to ensure access privileges are appropriate.

Louisiana Tech IT and Infrastructure and Computing Center employees are issued an RFID enabled campus wide ID card. This ID card is used to access areas the employee is given authority to access. The employee’s privileges are revoked automatically when employment ends. If an ID card is lost or stolen, it should be reported to the Computing Center Director so the ID card can be deactivated.

Other Tech employees who have a demonstrated need to have privileged access to the Computing Center may obtain access. Their department head should contact the Louisiana Tech IT and Infrastructure department or Computing Center Director or designee to request employee access.

Vendors who have a demonstrated need for privileged access to the Computing Center may request access via the Louisiana Tech IT and Infrastructure department or Computing Center Director or designee.

Revision Date 09/11/2019



SCHOOL OF DESIGN

LOUISIANA TECH UNIVERSITY

BUILDING ACCESS POLICY

The University and the School of Design require anyone using the spaces and facilities of Hale Hall, FJ Taylor Visual Arts Center, Wyly Tower 13th Floor and Richardson Hall outside of normal operational days and hours (M-F 7:30a.m. – 5:00p.m.) to utilize a University-issued Key Fob/RFID Campus ID card for access to studios and/or evening classes.

Faculty members of the School of Design will be provided 24-hour Key Fob/RFID Campus ID card access to their office spaces.

Students' Key Fob/RFID Campus ID card access to Hale Hall, FJ Taylor Visual Arts Center and Wyly Tower outside of the normal operational days and hours will be:

Monday-Friday:	5:00 p.m. – 2:00 a.m.
Saturday/Sunday/Holidays:	8:00 a.m. – 2:00 a.m.

RFID Campus ID card privileges are assigned to students quarterly, based on

- (1) their major (ARST, INDS, STUD, GRDS, MARC, MFA) and
- (2) enrollment in a design studio or an evening course scheduled to meet in Hale Hall, FJ Taylor Visual Arts Center or Wyly Tower.

- Hale Hall access is available to ARST, MARC and INDS students who are in the second, third, fourth or graduate year of their respective programs and are taking at least one of the following courses: ARCH 215, 225, 235, 315, 325, 335, 415, 425, 435, 510, 520, 530 or lecture/seminar courses offered in the evening.
- FJ Taylor Visual Arts Center access is available to STUD, GRDS and MFA students.
- Wyly Tower access is available to ARST and INDS students who are in the first year of their respective programs and are taking at least one of the following courses: ARCH 112, 115, 122, 125, 135
- Richardson Hall access is available to selected STUD and GRDS student and SOD faculty.

Instructors and Faculty who do not meet the criteria for access to the School of Design facilities described above and who seek Key Fob/RFID Campus ID card access to any of the facilities must submit 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 School of Design facilities without permission

Students shall not prop open doors, allowing others access to Hale Hall, FJ Taylor Visual Arts Center or Wyly Tower

Students should use Hale Hall, FJ Taylor Visual Arts Center and Wyly Tower as places for work and respect other students doing the same

If a fob is lost or stolen, report it to the Director of the School of Design so the fob can be deactivated. If a student loses a fob, a new one must be purchased. The number of the new fob will be entered in the computer and that fob will be given access to the appropriate facilities.

If any form of abuse or misuse of the privilege of after-hours access to Hale Hall, FJ Taylor Visual Arts Center, Wyly Tower 13th Floor or Robinson 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 fob 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, as well as 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.
- If an RFID-enabled campus ID card is lost or stolen, it is the responsibility of the cardholder to report this to the Tech Express ID office and obtain a replacement campus ID. If a key fob credential is lost or stolen, the cardholder must report this to the Director of the ECEC as soon as possible so that credential may be removed from the cardholder's account; the credential will be replaced at the discretion of the Director of the ECEC.

For Parents/Guardians

- If you are a member of the faculty/staff or if you are a student at LaTech, your campus ID will be able to provide access to the ECEC after an approved Electronic Access Request Form has been received. If you already have a key fob for campus access, it can also be used for access to the ECEC.
- The key fobs issued for parent/guardian access to the ECEC remain the property of Louisiana Tech University; please return them when we're done with the school year, or if your child is no longer enrolled at the ECEC.
- Anyone picking your child up on a regular basis should have their own key fob; please do not share your credential with anyone else, unless it is an emergency.
- Access to the ECEC for parents/guardians will be removed at the end of the school year. If you have a child returning to the ECEC, you will need to submit another Electronic Access Request Form before the beginning of the next school year.

Early Childhood Education Center

Electronic Access Request Form

revised 2017-11-08



Date: _____

☐ Parent/Guardian

☐ Faculty/Staff

☐ Student

Name: _____

Phone #: _____

Child's Name: _____

CWID #: _____

Relationship: _____

Department: _____

Email: _____

Position: _____

Please list anyone besides yourself that may need access to pick up your child (spouse, grandparent, etc.):

<u>Last Name</u>	<u>First Name</u>	<u>Phone#</u>	<u>eMail</u>	<u>Relationship</u>

My signature below certifies that I have read, understood, and agreed to follow the attached ECEC Access Policy. I also certify that I have obtained approval by the Director of the Early Childhood Education Center as indicated by their signature below.

Cardholder: _____
Print Name

Sign Name

Director, ECEC: _____
Print Name

Sign Name

Please return the completed form to the Director of the Early Childhood Education Center. Before any key fobs are given to the cardholder, the cardholder will be required to produce identification and sign below indicating that they have received the requested fobs.

DO NOT COMPLETE THIS PORTION UNTIL KEY FOBS ARE RECEIVED

I certify that I have received the key fobs that I requested above. I understand that I am personally responsible for these key fobs, and I agree to follow the ECEC Access Policy. I agree to immediately report any lost key fobs to the Director of the Early Childhood Education Center. Furthermore, I understand that I may be required to pay any fees associated with the replacement of lost key fobs. I also understand that all key fobs must be turned in to the Early Childhood Education Center upon termination of my child's enrollment at the Early Childhood Education Center, or my enrollment/employment by Louisiana Tech University.

Cardholder: _____

Date: _____

RETURNED FOBS

Received By
Whom: _____

Signature of
Cardholder: _____

Date: _____

George T. Madison Hall

Key Fob / RFID Policy

2020

The Associate Dean of Liberal Arts Office will maintain the database of RFID Campus ID cards assigned to individuals needing entry to the exterior door of George T. Madison Hall. Entry 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 RFID/FOB 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 and under graduate students per the department's request in writing.

RFID CAMPUS ID CARDS

Each person needing after-hour access to George T. Madison Hall will need to report to the Associate Dean of Liberal Arts Office. The faculty or staff member's RFID Campus ID card will be activated in the server. The ID card can be carried in an ID card carrier. This ID card, when passed in front of the Fob/ID reader on the door, will open the door. The ID card is not a magnet: each ID door access sends an individual electronic signal to the reader. If that ID card is listed in the database as authorized for access, the door will open. The computer continually creates a database, listing each ID card used to open the door and the time it was used. EVERYONE will be provided access using their campus ID. Students will use IDs only.

KEY FOBS

Faculty/staff will have the option to request a fob (or retain their current one) IN ADDITION to using their ID. Persons who would like to have a fob should contact Technical Services. To arrange a time to obtain the fob, call X3097. Technical Services is located in GTMH, Room 77B. The fob can be carried on a key ring. This fob, when passed in front of the fob reader on the door, will open the door. The fob is not a magnet; each fob sends an individual electronic signal to the reader. If that fob is listed in the database as authorized for access, the door will open. The computer continually creates a database, listing each fob used to open the door and the time it was used.

*****Be aware of the following: Access using a fob is being discouraged by Technical Services.** Personnel wishing to have a fob should be prepared to provide a reason for needing fob access in addition to their RFID access.

NOTES ABOUT RFID/KEY FOBS

If for some reason the RFID/Fob fails to unlock the door, campus police may be contacted and they will unlock the door. Also, notify the Associate Dean's office (GTMH 104) so the problem with the RFID can be resolved. Notify Technical Services if there is a problem with a fob.

If the fob is lost or stolen, report it to the Associate Dean of Liberal Arts Office so the 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 will be given access to GTMH.

When exiting the University at the end of one's employment, the fob may be turned into the Associate Dean's Office to be forwarded to Technical Services. If someone should fail to return their fob to Associate Dean's office, a report of employees who have left the University will be reviewed by Technical Services. Any fobs not returned will be deactivated at that time.

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.
- Departments will notify the Office of Administration and Facilities of the separation of an employee from employment or if access is no longer needed. FOBs are to be returned to the Office of Administration and Facilities at the separation of an employee from University employment.
- In order to be assigned a FOB or access through use of Louisiana Tech University ID card, employees or students must be assigned a C.W.I.D.
- When an employee or student separates from the University, that information will be automatically passed through Active Directory thereby de-activating FOB access rights. Responsibility of departments within the building to notify the Administration and Facilities office is primary, but Active Directory provides back-up de-activation.
- If a FOB is lost, the employee assigned the FOB must notify their supervisor and/or the Office of Administration and Facilities so the FOB may be deactivated.
- If a Louisiana Tech University ID card is lost, the Tech Express office should be notified so the card can be deactivated and that a new card issued.

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.

September 28, 2016

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 for residential facilities should be made through the Department of Residential Life while access to all other campus facilities should be made through the Physical Plant. Requests 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* at the Physical Plant. Students and employees of Residential Life will be given access to buildings programmed through their campus ID Card. Students will receive a key

to their assigned room upon check in.

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, a new key will be given to the student by a staff member during business hours, unless there is an emergency necessitating immediate delivery of key to resident after hours. If an employee needs replacement keys, 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

Access Control Policy

August 2018

Louisiana Tech University
Tech Pointe Access Control Policy

1. Purpose

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

2. Policy

- a) Access into Tech Pointe will be via RFID Campus ID cards or key fobs issued to tenants.
- b) A user may request electronic access by filling out the Tech Pointe Access Request form.
- c) The Tenant Services & Buildings Coordinator will approve or deny all electronic access requests.
- d) Access can be programmed to allow access during certain hours. These hours will be listed on the Building Access Request form and approved or denied by the Tenant Services & Buildings Coordinator.
- e) Before access 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 Building Access Request form. This authorization will acknowledge that the employee is responsible for any issued 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.
- f) The user will be granted access in the campus Genetec security system database and will be used to track usage of the individual's electronic access.
- g) 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 Building Access Request form that the user signs.)
- h) Upon termination or resignation of employment the employee will be required to turn in any assigned key fobs to the Tenant Services & Buildings Coordinator.
- i) 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

Access Control Policy

August 2018

**Louisiana Tech University
University Hall Access Control Policy**

1. Purpose

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

2. Policy

- a) RFID Campus ID cards and key fobs will be used for access into University Hall during nonbusiness hours. Students will not be provided key fobs.
- b) A user may request building access privilege by filling out the University Hall Building Access Request form.
- c) The Tenant Services & Buildings Coordinator will approve or deny all building access requests.
- d) RFID Campus ID cards and fobs can be programmed to allow access during certain hours. These hours will be listed on the Building Access Request form and approved or denied by the Tenant Services & Buildings Coordinator.
- e) Students will not be provided fobs, they will use their RFID Campus ID card. Before access is granted to students, the student will be required to identify themselves by presenting their Campus Wide Identification Card. Once identified, the requester will be required to read, understand and sign the Building Access Request form.
- f) The user will be granted access in the campus Genetec security system database and will be used to track usage of the individual's electronic access.
- g) 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 Building Access Request form that the user signs.)
- h) Upon termination of employment for any reason employees will be required to turn in key fobs to the Tenant Services & Buildings Coordinator.
- i) 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 will maintain the database of FOB's assigned to individuals needing access to the exterior door of Woodard Hall (exterior door from the Woodard Hall Parking Lot on the North side 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. Privilege will be granted through the Offices of Psychology and Behavioral Sciences.
- Periodically, a FOB inventory list will be distributed to the departments of Psychology and Behavioral Sciences 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 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 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.
- If the fob is lost or stolen, report it to the Associate Dean of the College of Education so the 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 will be given access to WOOH.

Wyly Tower FOB Procedures

- In addition to FOB access, RFID Campus ID cards will be assigned building access privilege upon request from the appropriate department head.
- Access privilege will be granted through the Office of the President for individuals with offices located on the 12th, 15th and 16th floors of Wyly Tower needing access to the exterior entrance. The inventory will be maintained on the FOB access control server.
- The Office of Provost will provide and monitor access privilege for persons on the 11th and 14th floors.
- The BARC will provide and monitor access privilege for persons on the 2nd and 3rd Floor.
- The School of Architecture will provide and monitor access privilege for persons on the 13th Floor.
- Periodically, a FOB inventory list will be distributed to departments assigning and monitoring access privilege review to ensure that FOB holders continue to need access.
- Departments housed in Wyly Tower will notify the office monitoring access of the separation of an employee from employment or if access is no longer needed. FOBs are to be returned to the Office of the President at the separation of an employee from University employment.
- If an RFID-enabled campus ID card is lost or stolen, it is the responsibility of the cardholder to report this to the Tech Express ID office and obtain a replacement campus ID. If a key fob credential is lost or stolen, the cardholder must report this to the proper department head as soon as possible so that credential may be removed from the cardholder's account; the credential will be replaced at the discretion of each department head.

BARC/TDS/Dual Enrollment/DAVH FOB

Procedures

- The Dean of Student Services and Academic Support will maintain the database of FOB's assigned to individuals needing access to the exterior doors of Wyly Tower and Davison Hall (QEP only). 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 Wyly Tower Departments. Privilege will be granted through the Dean of Student Services and Academic Support.
- Periodically, a FOB inventory list will be distributed to departments within **Wyly Tower** for a review to ensure that FOB holders continue to need access.
- Departments will notify the Dean of Student Services and Academic Support of the separation of an employee from employment or if access is no longer needed. FOBs are to be returned to the Dean of Student Services and Academic Support at the separation of an employee from University employment.
- If an RFID-enabled campus ID card is lost or stolen, it is the responsibility of the cardholder to report this to the Tech Express ID office and obtain a replacement campus ID. If a key fob credential is lost or stolen, the cardholder must report this to the Dean of Student Services and Academic Support as soon as possible so that credential may be removed from the cardholder's account; the credential will be replaced at the discretion of the Dean of Student Services and Academic Support.

Academic Success Center Bossier FOB/Key Card Procedures:

- The ASCB will maintain a database for all FOBs/key cards assigned to individuals needing access to the facility, along with their assigned level of access. The inventory will be maintained in the FOB/key card access control server.
- Individuals with legitimate need who do not have a Louisiana Tech University ID card (key card) will complete a key control agreement, relevant identifying information will be entered into the access control system, and the individual will be assigned a numerated key card in order to be granted needed access. An inventory list of these key card holders will be maintained and monitored on a regular basis to ensure there is a continued need of access.
- Periodically, a FOB/key card inventory list will be generated for review by the ASCB to ensure access holders continue to need access.
- Departments offering programs/courses at the ASCB will notify the ASCB of the separation of an employee from employment or if access is no longer needed. FOBs/key cards are to be returned to the ASCB at the separation of an employee from University employment.
- When an employee or student separates from the University, that information will be automatically passed through Active Directory thereby de-activating FOB/key card access rights. Responsibility of departments operating within the building to notify the ASCB is primary, but Active Directory provides back-up de-activation.
- If a FOB/key card is lost or stolen, it should be reported to the ASC IT Coordinator so the FOB/key card can be deactivated.

Aramark ID/FOB Procedures

- Food Services will maintain the database of ID's assigned to individuals needing access to the exterior doors of Tech Table.
- RFID Campus ID cards will be assigned building access privilege upon request from the Admin for Foodservices. Privilege will be granted by food service managers only.
- Periodically, an ID inventory list will be distributed to Aramark Admin for a review to ensure that FOB holders continue to need access.
- Managers will notify Aramark Admin of the separation of an employee from employment or if access is no longer needed. ID's are to be returned to the Aramark Admin and at the separation of an employee from Aramark employment.
- In order to be assigned an ID or access through use of Louisiana Tech University ID card, Aramark employees or students must be assigned a C.W.I.D.
- When an employee or student separates from the University, that information will be automatically passed to Aramark Admin thereby de-activating ID access rights.
- If an RFID-enabled campus ID card is lost or stolen, it is the responsibility of the cardholder to report this to the Tech Express ID office and obtain a replacement campus ID. If a key fob credential is lost or stolen, the cardholder must report this to their location manager as soon as possible so that credential may be removed from the cardholder's account; the credential will be replaced at the discretion of the location manager.

South Hall FOB Procedures

- The Louisiana Tech University Office of Technical Services will maintain the database of FOB's and RFID Campus ID cards assigned to individuals needing access to the interior door of the Louisiana Tech University Police Department, located inside the lobby of South Hall. The inventory will be maintained in the Genetec Access Control server.
- FOB's and RFID Campus ID cards will be assigned building access privilege upon request from the Louisiana Tech University Police and the officers tasked with hiring students working with the Louisiana Tech University Police. Privilege will be granted through the Louisiana Tech University Police or the Louisiana Tech University Technical Services Department.
- Periodically, a FOB and access inventory list will be distributed to officers supervising student workers within **LTPD** for a review to ensure that FOB and RFID Campus ID card holders continue to need access.
- Supervising officers will notify the LTPD administration of the separation of a student employee from employment or if access is no longer needed.
- FOBs (only issued to officers) are to be returned to the LTPD administration at the separation of an employee from University employment.
- In order to be assigned a FOB or access through the use of Louisiana Tech University ID card, employees or students must be assigned a C.W.I.D.
- When an employee or student separates from the University, that information will be automatically passed through Genetec Active Directory thereby de-activating FOB/ RFID Campus ID card access rights. Responsibility of officers within the LTPD to notify the LTPD administration is primary, but Active Directory provides back-up de-activation.
- If a FOB is lost, the employee assigned the FOB must notify their supervisor and/or the Louisiana Tech University Technical Services Office so the FOB may be deactivated.
- If a Louisiana Tech University ID card is lost, the Tech Express office should be notified so the card can be deactivated and that a new card issued.



Louisiana Tech University

Integrated Engineering and Science Building

Access Control Policy

September 2020

Louisiana Tech University

IESB Access Control Policy

1. Purpose

The Purpose of this policy is to establish and implement procedures for access control to the Integrated Engineering and Science Building.

2. Policy

- a. Access to the Integrated Engineering and Science Building will be via Campus ID Cards.
- b. Faculty members of the College of Engineering and Science will have 24/7 access to the building, classrooms, conference rooms, and their individual office spaces.
 - i. Faculty outside of the college that are teaching a class in the building will also have access.
- c. College of Engineering students will have 24/7 access to the building with the exception of university closures.
- d. Campus ID card privileges are assigned to students quarterly, based on:
 - i. Their major (must be within the college of Engineering and Science)
- e. Faculty and Students that need access should contact the Building Coordinator with their request.
 - i. Building coordinator will determine legitimacy of request and will use the campus Genetec security system database to provide access.

For Safety and Security Reasons:

Users shall not let others borrow his/her Campus ID card

Users are responsible for any guest they let into the building

Users shall not prop open doors

If a Campus ID card is lost or stolen, user should report it to campus police as well as the Tech Express office so that the card can be deactivated.

Any form of abuse or misuse of building access can result in forfeiture of the privilege.