

# **Louisiana Tech University**

## **Division of Finance**



## **Bonds, Crime, and Property Program**

**Updated October 2023**



# **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 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 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 at least once every five years. Continuing employees are currently required to complete the training as part of the University's annual online training. 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 (e.g. property, cash and cash equivalents) 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, including use of the DA3000, 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.



# **Louisiana Tech University Bonds, Crime, and Property Program**

## **Component 4: Security**

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

### **Public Access to University Property:**

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

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

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

### **Security Systems:**

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

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

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

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

Examples of security measures for the University include:

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

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

# **Louisiana Tech University Bonds, Crime, and Property Program**

## **Component 5: Key Control**

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

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

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

<a href="#"><u>Policy 1306:</u></a>	Records Retention and Disposition
<a href="#"><u>Policy 2303:</u></a>	Policies on Internet Use
<a href="#"><u>Policy 2304:</u></a>	Ethical and Legal Use of Computer Software for Members of the Academic Community
<a href="#"><u>Policy 4200 Series:</u></a>	Safety Plan
<a href="#"><u>Policy 5407:</u></a>	Information Security Program
<a href="#"><u>Policy 6100:</u></a>	Student Handbook

## Appendix A

# Policy 5402 – University Funds

**Revision Date:** 01/15/2002

**Last Review:** 02/09/2023

**Responsible Office:** Comptroller's Office

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## Policy:

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 Finance.

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

**Revision Date:** 03/16/2022

**Original Effective Date:** 02/20/2004

**Last Reviewed Date:** 03/16/2022

**Responsible Office:** Office of the Comptroller

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## Policy

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.

1. University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with the Cashiers' Office.
2. Only University employees (full, part-time, or student) are permitted to handle cash as defined under this policy and in accordance with the procedures outlined below.
3. The full amount of all cash collected, including cash collected by departments, must be deposited with the Cashiers' Office. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses. If a department requires a petty cash fund to provide change to customers or to make small purchases, a request for a Permanent Cash Advance may be submitted to the Comptroller ([See Permanent Cash Advance Policy #5405](#)).
4. Access to cash should be restricted. All cash, including cash collected by individual departments, must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. When possible, departments should encourage the use of check payments instead of currency. An individual department should not accept payments by currency without prior approval of the Comptroller's Office.
5. All checks should be made payable to "Louisiana Tech University." Checks payable to Louisiana Tech University cannot be deposited with the Louisiana Tech University Foundation and checks payable to the University Foundation cannot be deposited with the Comptroller's Office.
6. All bank accounts for the University must be set up by the Office of the Comptroller. No employee may establish a University bank account or deposit University funds into an unauthorized bank account.

## Definitions

Not applicable.

# Procedures

## ***General Procedures***

1. All cash (currency, coin, check, money order, travelers check, credit card, or debit card) must be deposited with the Cashiers' Office, 103 Keeny Hall, in a timely manner. The office hours are 8:30 a.m. to 4:00 p.m. (Summer hours are 8:00 a.m. to 4:00 p.m. Monday-Thursday and 8:00 a.m. to 11:30 a.m. on Fridays.)
2. 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

1. Immediately upon receipt, all checks and money orders must be restrictively endorsed. An endorsement stamp may be ordered from the Louisiana Tech University Bookstore. All new endorsement stamps should contain "For Deposit Only Louisiana Tech University" in the first and second lines and "Department Name" as the third line.
2. All cash received by the department and submitted to the Cashiers' Office requires three printed copies of a completed departmental deposit ticket. Departments deposit tickets can be printed from the Comptroller's website ([latech.edu/comptroller](http://latech.edu/comptroller)).
  - The Comptroller's Office will update the Cashiers' log and assign deposit numbers as the deposit tickets are presented to the Cashiers for deposit. The deposit ticket numbers are entered into Workday as part of the daily CRV entry.
  - The department must complete the name of department, date, name of contact person, and telephone number blocks located on the deposit ticket.
  - To ensure proper credit, the departmental deposit ticket should include the correct Workday worktags along with a brief description of the transaction. A separate line should be completed on the deposit ticket for each Workday account. 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. One copy will be returned to the department and the Cashiers will retain the other two copies.
3. All cash received by departments must be supported by appropriate documentation as listed below:
  - All deposits must be accompanied by three completed 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***

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

## ***Checks Returned By Depository Bank***

1. Checks returned by the depository bank for non-sufficient funds, stop payments, or closed accounts result in additional service fees to the University. Students whose checks are returned to the Comptroller's Office for any of these reasons will be assessed a returned check fee as set by the Comptroller's Office. Students with a returned check will not be permitted to present personal checks to the Cashiers' Office for the current quarter. Students with three or more returned checks will lose check writing privileges for the current quarter and the following quarter. Students who have five or more returned checks will permanently lose their check writing privileges at the University.
2. Each department is responsible, when appropriate, for collecting funds owed when checks are returned by the depository bank.

## ***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

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

## Policy

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

## Procedures

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

Note: If a department demonstrates a need for temporary cash funds for a one-time, annual, or quarterly special event or group travel, the department may

request a temporary cash advance by submitting a written request to the Office of the Comptroller. The procedures for obtaining a temporary cash advance are outlined in the [Temporary Cash Advance Policy #5406](#).

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

# Policy 5406 – Temporary Cash Advance Policy and Procedures

**Revision Date:** 03/16/2022

**Original Effective Date:** 02/20/2004

**Last Reviewed Date:** 03/16/2022

**Responsible Office:** Office of the Comptroller

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## Policy

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.

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

## Definitions

Not applicable.

## Procedures

1. If a department demonstrates a need for temporary cash funds, the department may request a temporary cash advance by submitting a Spend Authorization for proper approvals in Workday. The Spend Authorization should be submitted by the custodian of the advance and include attached documentation fully explaining the department's need for a temporary cash advance. The Spend Authorization should be submitted no later than 10 days prior to the event or travel.
2. The Office of the Comptroller will issue a check or direct deposit to the custodian of the temporary cash advance prior to the event or travel.
3. 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.
4. An expense report for reimbursement of expenses incurred should be submitted by the department in Workday in a timely manner. Workday will

automatically calculate and apply the amount on the Expense Report against the outstanding Cash Advance balance.

5. If a temporary cash advance is not repaid in a timely manner, subsequent requests for advances may be denied.
6. 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:** 03/16/2022

**Last Reviewed Date:** 03/16/2022

**Responsible Office:** Property Officer

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## Policy

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.

## Definitions

Not Applicable.

## Procedures

In pursuant to the aforementioned regulations and University policy, delegation of responsibility will apply as follows:

1. The University Property Manager will maintain accountability for all movable property within the agency. The University Property Office must be notified **prior** to or immediately upon any change in status, location or condition of university property. All required reports and requests will be submitted to the Louisiana Property Assistance Agency for approval and administered as directed.
2. University department heads are responsible for the equipment within their divisions until such time as approval has been received to dispose of same. All requests to move, transfer, or dispose of property must be reviewed by the department head and then submitted to the University Property Office for final approval. Responsibility also includes supervision and approval of the annual inventory certification process.
3. Each university cost center manager should appoint a cost center property custodian. The cost center property custodian will be responsible for day to day



inventory processed with the cost center and will serve as the contact person to the Property Office. The property custodian may not be a student.

# Policy 5302 – General Property Procedures

**Revision Date:** 03/16/2022

**Last Reviewed Date:** 03/16/2022

**Responsible Office:** Property Officer

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## Policy

### 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.

## Definitions

Not Applicable.

## Procedures

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 spend category must be used when processing payments for movable equipment purchases.

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

- Automotive, Boats and Airplanes
- Equipment – Communication
- Equipment – Computer
- Equipment – Educational and Research (non-computer)
- Equipment – Grounds and General Plant
- Equipment – Heavy Moveable
- Equipment – Household
- Equipment – Medical
- Equipment – Office (non-computer)
- Equipment – Other
- Livestock (regardless of value)
- Weapons and Tactical Gear (regardless of value)

**Equipment valued at less than \$1,000.00:**

- Supplies – Computers, laptops, and tablets \$500 < \$1000

Repair parts do not fall under property regulations and should be charged to the correct repair/maintenance spend category.

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 cost center 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 cost centers or relocation within cost centers require a completed "Equipment Transfer Request" form. The form must include authorized signatures of the requesting and receiving parties and responsible cost center
- 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 cost center will be responsible for tracking non-tagged equipment items removed from campus. Approval from the cost center head or dean must be obtained *prior* to removing items from campus. Cost center 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 cost center 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 cost center 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 surplussed to Property. See [Policy 5307](#) for additional information.

The property office maintains a small selection of surplus equipment for use by university cost centers. 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:** 03/16/2022

**Last Reviewed Date:** 03/16/2022

**Responsible Office:** Property Officer

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## Policy

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.

## Definitions

Not applicable.

## Procedures

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

1. Each tag number should be checked against the actual equipment. Any changes / corrections must be noted.
2. Check carefully any tagged equipment in the cost center that is NOT on the inventory list. Reports these items on a separate sheet of paper and return with the inventory
3. Be especially watchful for tag numbers coded with an Unlocated year. These are missing items. LOOK for this equipment and report any “found” items.
4. Report any unlocated inventory. An explanation of what is believed to have happened to that equipment MUST BE returned to the property office and will be the explanation submitted to the division of administration.
5. The completed inventory must be signed by the cost center head. The cost center head signature attests that a complete physical inventory has been accomplished and is correct to the best of his/her knowledge.
6. Request replacement property tags for any unreadable or missing tags.
7. In accordance with Louisiana Tech and State Property regulations cost centers with livestock 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 cost center (if applicable.) A “second search” should be

conducted for these items. **EVERY** EFFORT MUST BE MADE TO LOCATE MISSING INVENTORY.

# Property Cost Center Listing

## Cost Center Sorted by Cost Center Number

<i>Cost Center Number</i>	<i>Cost Center Name</i>
120111	President
120113	Vice President Academic Affairs
120117	Division Of Finance
120118	Division Of Admin & Facilities
120119	Chief Information Officer
120124	Internal Audit
120125	Institutional Effectiveness
120127	Campus Engineer
120140	Information Systems Office
120150	Human Resources
120155	Property
120160	Purchasing
120165	Environmental/Safety
120201	Vice President Student Affairs



120211	Dean Of Student Life
120220	Admissions
120221	Registrar
120222	Enrollment Management
120240	Financial Aid
120252	Band
120325	University Communications
120330	Division Of University Advancement
120352	Post Office
120411	Farm
120437	Early Childhood Education Center
120441	Information Technology
120446	Nuclear Center
120601	Library
120967	Institute for Micromanufacturing
120968	Shreveport Center
121001	Operation & Maintenance Administration

121005	Custodial Services
121010	Maintenance Of Buildings
121050	Maintenance Of Grounds
121090	University Police
121255	Technical Services
122150	Technology Business Development Center
122205	Office Of Sponsored Projects
122208	Research And Partnerships
122209	Innovation Enterprise
122210	Graduate School, Dean
122224	FYE
122230	Blue Fire QEP
122235	University Honors Program
122251	Air Science
122300	Bossier-Shreveport Operations
122306	Dual Enrollment

122400	Barksdale Program
122501	College of Business
123001	College of Liberal Arts
123105	Art
123110	Architecture
123115	English
123120	Modern Languages
123125	History
123134	School Of Performing Arts
123135	Music
123140	School Of Communication
123245	Professional Aviation
123250	Social Sciences
123501	College of Education
123510	Education Outreach & External/Scitech
123615	Kinesiology
123625	Psychology & Behavioral Sciences

123630	Curriculum, Instruction & Leadership
124001	College Of Engineering & Sciences
124101	Biomedical Engineering
124111	Chemical Engineering
124116	Civil Engineering
124121	Electrical Engineering
124131	Industrial Engineering
124133	Computer Science
124136	Mechanical Engineering
124220	Chemistry
124225	Mathematics & Statistics
124240	Physics
125001	College of Applied & Natural Sciences
125106	Agricultural Sciences Technology & Education
125116	Biological Sciences
125126	School Of Forestry
125146	Nursing
125150	Human Ecology

125202	Health Information Management
220280	Student Health Center
220295	Student Government Association
220296	Union Board
220297	KLPI
220350	Telephone System
220420	Meats Laboratory
220431	Lab School
220460	University Facilities Events
221101	Center for Information Technology
221231	Plant Stores
221248	Tech Express/Id System
221251	Motor Pool
221261	Office Service Center
3505	Professional Development and Research Institute on Blindness (PDRIB)
4117	Trenchless Technology Center

621242	Power Plant
621801	Intercollegiate Athletics
622033	Residential Life
622040	Aramark Food Services
622070	Bookstore
622080	Student Activities
622090	Recreational Activities

## Cost Center Sorted by Cost Center Name

<i>Cost Center Name</i>	<i>Cost Center Number</i>
Admissions	120220
Agricultural Sciences Technology & Education	125106
Air Science	122251
Aramark Food Services	622040
Architecture	123110
Art	123105
Band	120252
Barksdale Program	122400
Baseball	621840

Biological Sciences	125116
Biomedical Engineering	124101
Bookstore	622070
Bossier-Shreveport Operations	122300
Campus Engineer	120127
Center for Information Technology	221101
Chemical Engineering	124111
Chemistry	124220
Chief Information Officer	120119
Civil Engineering	124116
College of Applied & Natural Sciences	125001
College of Business	122501
College of Education	123501
College Of Engineering & Sciences	124001
College of Liberal Arts	123001
Computer Science	124133
Curriculum, Instruction & Leadership	123630

Custodial Services	121005
Dean Of Student Life	120211
Division Of Admin & Facilities	120118
Division Of Finance	120117
Division Of University Advancement	120330
Dual Enrollment	122306
Early Childhood Education Center	120437
Education Outreach & External/Scitech	123510
Electrical Engineering	124121
English	123115
Enrollment Management	120222
Environmental/Safety	120165
Farm	120411
Financial Aid	120240
FYE	122224
Graduate School, Dean	122210
Health Information Management	125202



History	123125
Human Ecology	125150
Human Resources	120150
Industrial Engineering	124131
Information Systems Office	120140
Information Technology	120441
Innovation Enterprise	122209
Institute for Micromanufacturing	120967
Institutional Effectiveness	120125
Intercollegiate Athletics	621801
Internal Audit	120124
Kinesiology	123615
KLPI	220297
Lab School	220431
Library	120601
Maintenance Of Buildings	121010
Maintenance Of Grounds	121050

Mathematics & Statistics	124225
Meats Laboratory	220420
Mechanical Engineering	124136
Modern Languages	123120
Motor Pool	221251
Music	123135
Nuclear Center	120446
Nursing	125146
Office Of Sponsored Projects	122205
Office Service Center	221261
Operation & Maintenance Administration	121001
Physics	124240
Plant Stores	221231
Post Office	120352
Power Plant	621242
President	120111
Professional Aviation	123245
Professional Development and	3505

Research Institute on Blindness (PDRIB)	
Property	120155
Psychology & Behavioral Sciences	123625
Purchasing	120160
Recreational Activities	622090
Registrar	120221
Research And Innovation	122208
Residential Life	622033
School Of Communication	123140
School Of Forestry	125126
School Of Performing Arts	123134
Shreveport Center	120968
Social Sciences	123250
Student Activities	622080
Student Government Association	220295
Student Health Center	220280
Tech Express/Id System	221248

Technical Services	121255
Technology Business Development Center	122150
Telephone System	220350
Trenchless Technology Center	4117
Union Board	220296
University Communications	120325
University Facilities Events	220460
University Honors Program	122235
University Police	121090
Vice President Academic Affairs	120113
Vice President Student Affairs	120201

# Property Location Index

## Property Location Index Sorted By Building Name

Building	Abbreviation
A.E. Phillips Annex	AEPLD
A.E. Phillips Lab School	AEPL
Academic Success Center	ASCB
Adams Classroom	AHCL
Adams Hall	AHCL
Advanced Studies Lab 1-2	ASL1
Advanced Studies Lab 3-4	ASL2
Advanced Studies Lab 5-6	ASL3
Advanced Studies Lab 7-8	ASL4
Advanced Studies Lab 9-10	ASL5
Agricultural Mechanization Building	AMB
Agriculture Maintenance & Shop	AMS
Applied Trade Shops	ATS
Archery Range Office	AROB
Argent Pavilion	AP
Architecture Shop Building	ASB
Art & Architecture Workshop	AAWS

Aswell Hall	AS
Band Building	BAND
Barksdale AFB	BAFB
Biomedical Engineering Building	BMEB
Bogard Hall	BOGH
Bookstore	BK
Business Building	COBB
CAMD Center – Baton Rouge	CAMD
Carson Taylor Chemical Storage Building	CTCS
Carson Taylor Hall	CTLH
Caruthers A	CAA
Caruthers B	CAB
Caruthers C	CAC
Caruthers D	CAD
Cattle Shed	CS215
Centennial Plaza Clock Tower	CPCT
Custodial/Grounds Building	GB
Cyber Innovation Center	CIC
Dairy Calf Barn/Hog Barn	SB
Dairy Holding Area	DHA

Dairy Production Center	DPC
Dairy Processing Plant	DPP
Davison Athletic Complex	DAC
Davison Hall	DAVH
Dudley Hall	DU
Early Childhood Education Center	ECEC
Electrical Engineering Energy Center	EEEC
Engineering Annex	EA
Engineering Research Lab	ERL
Engineering Test Laboratory	ETL
Enterprise Center	EC
Environmental Safety Building	EHSB
Environmental Safety Storage Building	EHSSB
Equine Auction Bleachers	EAB
Equine Indoor Arena	AGIA
Equine Utility Building	EUB
Equipment Shed & Hay Storage	EHSS
Equipment Shed West	ESW
F. Jay Taylor Visual Arts Center	TVAC
Farm Pastures	FP

Farm Restroom Building	FRB
Farm Sales Room & Greenhouses	TFSR
Football Practice Field	FPF
Forestry Lab Building	FORL
Forestry Storage Garage	FSG
Former Bank	FBNK
Garden Storage Shed	GSS
George T. Madison Hall	GTMH
Girl's Softball Field	GSF
Glenwood Regional Medical Center	GRMC
Graham Hall	GR
Griffin Memorial Greenhouse & Garden	GMGG
Hale Hall	HALE
Harper A	HAA
Harper B	HAB
Harper C	HAC
Hay Storage/Feed Utility Building	HSFUB
Hay Storage/Feeding Barn #217	
Headhouse & Greenhouses	HDHS
Hideaway Park	HIDP



Horse Shelters 1-5	HS#1
Howard Center for the Performing Arts	HCPA
Hutcheson A	HUTA
Hutcheson B	HUTB
Hutcheson C	HUTC
Hutcheson D	HUTD
Hutcheson E	HUTE
Institute for Micromanufacturing	IFMM
Integrated Engineering and Science Building	IESB
Intramural Equipment Shed	IES
Irrigation Pond Pump House	IPPH
J.C. Love Baseball Stadium	JCL
Jenkins A	JENA
Jenkins B	JENB
Jenkins C	JENC
Jenkins D	JEND
Jimmy Mize Track	JMT
Joe Aillet Field House	FLD
Joe Aillet Stadium	JAS
Keeny Hall	KEEH

Kidd A	KIA
Kidd B	KIB
Kidd C	KIC
Lambright Intramural Sport Center	LISC
Lath House	LATH
Lincoln Parish Museum	LPM
Livestock Production Lab	BTB
Lomax Hall	LOMH
Lomax Storage Building	LSB
Los Alamos Research Center	LARC
Louisiana Center for the Blind	LCFB
LSU Medical Center – Shreveport	LSUM
Marbury Center	MAC
McFarland A	MCA
McFarland B	MCB
McFarland C	MCC
Meat Processing Plant	MTPP
Memorial Gymnasium	MEMG
Methodist Children’s Home	MCH
Minden Medical Center	MMC

Mycogen House	MYH
Nanopulse Center	NPC
Neilson A	NEA
Neilson B	NEB
Neilson C	NEC
Neilson D	NED
Nethken Hall	NETH
Pearce A	PEAA
Pearce B	PEAB
Pearce C	PEAC
Physical Plant & Receiving Depot	BG
Physical Plant Equipment Yard	BGEA
Physical Plant Motor Pool	MP
Potts A	POTA
Potts B	POTB
Potts C	POTC
Potts D	POTD
Potts E	POTE
Power Plant	PP
Prescott Library	PML

President's Greenhouse	PG
President's Home	PH
Professional Aviation Flight Operations	PAFO
Property Office Building	PS
Race Horse Barn	RHB
Reese Hall	REEH
Research Farm West	RFW
Research Park Hay Barn	RPHB
Research Park Hay Barn Addition	RPHBA
Research Park Observatory	RPO
Research Park Sheep Shed	RPSS
Research Park Stable	RPS
Robinson A	ROBA
Robinson B	ROBB
Robinson C	ROBC
Robinson Hall	ROBH
Ropp Center	ROPP
Rugby Field	RF
Sawdust Storage	SS
Sawmill	SWML

Shreveport Center	SC
South Hall	SOUH
Student Center	STCR
Sutton A	SUA
Sutton B	SUB
Sutton C	SUC
Sutton D	SUD
Sutton E	SUE
Tech Pointe	TECP
Thatcher A	THA
Thatcher B	THB
Thomas Assembly Center	TAC
Tolliver Hall	TDH
Track Locker Room	TLR
Trenchless Technology Center	TTTC
Trenchless Technology Storage Building	
University Hall	UNVH
Vehicle Maintenance Building	VM
Video Board	VB
Warehouse – B&G Storage Building	PPB#1

Warehouse & Applied Trade Shops	WATS
Women’s Center	WC
Women’s Soccer Complex	WSPB
Woodard Hall	WOOH
Wyly Tower	WYLT

Property Location Index Sorted By Building Abbreviation

Abbreviation	Building
AAWS	Art & Architecture Workshop
AEPL	A.E. Phillips Lab School
AEPLD	A.E. Phillips Annex
AGIA	Equine Indoor Arena
AHCL	Adams Classroom
AHCL	Adams Hall
AMB	Agricultural Mechanization Building
AMS	Agriculture Maintenance & Shop
AP	Argent Pavilion
AROB	Archery Range Office
AS	Aswell Hall
ASB	Architecture Shop Building

ASCB	Academic Success Center
ASL1	Advanced Studies Lab 1-2
ASL2	Advanced Studies Lab 3-4
ASL3	Advanced Studies Lab 5-6
ASL4	Advanced Studies Lab 7-8
ASL5	Advanced Studies Lab 9-10
ATS	Applied Trade Shops
BAFB	Barksdale AFB
BAND	Band Building
BG	Physical Plant & Receiving Depot
BGEA	Physical Plant Equipment Yard
BK	Bookstore
BMEB	Biomedical Engineering Building
BOGH	Bogard Hall
BTB	Livestock Production Lab
CAA	Caruthers A
CAB	Caruthers B
CAC	Caruthers C
CAD	Caruthers D
CAMD	CAMD Center – Baton Rouge

CIC	Cyber Innovation Center
COBB	Business Building
CPCT	Centennial Plaza Clock Tower
CS215	Cattle Shed
CTCS	Carson Taylor Chemical Storage Building
CTLH	Carson Taylor Hall
DAC	Davison Athletic Complex
DAVH	Davison Hall
DHA	Dairy Holding Area
DPC	Dairy Production Center
DPP	Dairy Processing Plant
DU	Dudley Hall
EA	Engineering Annex
EAB	Equine Auction Bleachers
EC	Enterprise Center
ECEC	Early Childhood Education Center
EEEC	Electrical Engineering Energy Center
EHSB	Environmental Safety Building
EHSS	Equipment Shed & Hay Storage
EHSSB	Environmental Safety Storage Building



ERL	Engineering Research Lab
ESW	Equipment Shed West
ETL	Engineering Test Laboratory
EUB	Equine Utility Building
FBNK	Former Bank
FLD	Joe Aillet Field House
FORL	Forestry Lab Building
FP	Farm Pastures
FPF	Football Practice Field
FRB	Farm Restroom Building
FSG	Forestry Storage Garage
GB	Custodial/Grounds Building
GMGG	Griffin Memorial Greenhouse & Garden
GR	Graham Hall
GRMC	Glenwood Regional Medical Center
GSF	Girl's Softball Field
GSS	Garden Storage Shed
GTMH	George T. Madison Hall
HAA	Harper A
HAB	Harper B

HAC	Harper C
HALE	Hale Hall
	Hay Storage/Feeding Barn #217
HCPA	Howard Center for the Performing Arts
HDHS	Headhouse & Greenhouses
HIDP	Hideaway Park
HS#1	Horse Shelters 1-5
HSFUB	Hay Storage/Feed Utility Building
HUTA	Hutcheson A
HUTB	Hutcheson B
HUTC	Hutcheson C
HUTD	Hutcheson D
HUTE	Hutcheson E
IES	Intramural Equipment Shed
IESB	Integrated Engineering and Science Building
IFMM	Institute for Micromanufacturing
IPPH	Irrigation Pond Pump House
JAS	Joe Aillet Stadium
JCL	J.C. Love Baseball Stadium
JENA	Jenkins A

JENB	Jenkins B
JENC	Jenkins C
JEND	Jenkins D
JMT	Jimmy Mize Track
KEEH	Keeny Hall
KIA	Kidd A
KIB	Kidd B
KIC	Kidd C
LARC	Los Alamos Research Center
LATH	Lath House
LCFB	Louisiana Center for the Blind
LISC	Lambright Intramural Sports Center
LOMH	Lomax Hall
LPM	Lincoln Parish Museum
LSB	Lomax Storage Building
LSUM	LSU Medical Center – Shreveport
MAC	Marbury Center
MCA	McFarland A
MCB	McFarland B
MCC	McFarland C

MCH	Methodist Children's Home
MEMG	Memorial Gymnasium
MMC	Minden Medical Center
MP	Physical Plant Motor Pool
MTPP	Meat Processing Plant
MYH	Mycogen House
NEA	Neilson A
NEB	Neilson B
NEC	Neilson C
NED	Neilson D
NETH	Nethken Hall
NPC	Nanopulse Center
PAFO	Professional Aviation Flight Operations
PEAA	Pearce A
PEAB	Pearce B
PEAC	Pearce C
PG	President's Greenhouse
PH	President's Home
PML	Prescott Library
POTA	Potts A

POTB	Potts B
POTC	Potts C
POTD	Potts D
POTE	Potts E
PP	Power Plant
PPB#1	Warehouse – B&G Storage Building
PS	Property Office Building
REEH	Reese Hall
RF	Rugby Field
RFW	Research Farm West
RHB	Race Horse Barn
ROBA	Robinson A
ROBB	Robinson B
ROBC	Robinson C
ROBH	Robinson Hall
ROPP	Ropp Center
RPHB	Research Park Hay Barn
RPHBA	Research Park Hay Barn Addition
RPO	Research Park Observatory
RPS	Research Park Stable

RPSS	Research Park Sheep Shed
SB	Dairy Calf Barn/Hog Barn
SC	Shreveport Center
SOUH	South Hall
SS	Sawdust Storage
STCR	Student Center
SUA	Sutton A
SUB	Sutton B
SUC	Sutton C
SUD	Sutton D
SUE	Sutton E
SWML	Sawmill
TAC	Thomas Assembly Center
TDH	Tolliver Hall
TECP	Tech Pointe
TFSR	Farm Sales Room & Greenhouses
THA	Thatcher A
THB	Thatcher B
TLR	Track Locker Room
TTRC	Trenchless Technology Center

	Trenchless Technology Storage Building
TVAC	F. Jay Taylor Visual Arts Center
UNVH	University Hall
VB	Video Board
VM	Vehicle Maintenance Building
WATS	Warehouse & Applied Trade Shops
WC	Women’s Center
WOOH	Woodard Hall
WSPB	Women’s Soccer Complex
WYLT	Wyly Tower

# Policy 5307 – Data Sanitization Policy

**Revision Date:** 02/09/2023

**Last Review:** 02/09/2023

**Original Effective Date:** 11/09/2011

**Responsible Office:** Office of Technology Services

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## Policy:

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.

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.

## 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, tablets 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.

## Procedures:

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

1. The department erases sensitive data before releasing the device.



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

**Transferring a computer storage device to another department:**

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

**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	EEGIELECTROENCEPHALOGRA PH	SCANNER, MEDICAL
CARDIAC MONIT OR	ELECTROSHOCK THERAPY MACHINE	SPEECH TESTING EQUIPMENT
CARDIOGRAPH	EMGLIELECTROMYOGRAPH	SPHYGMOMANOMETE R
CARDIOSCOPE	ENCODER	SPIROMETER
CART, MEDICAL	EYE TESTING EQUIPMENT	STIMULATOR, MEDICAL
CHECK, WRITER	FAT PERCENTAGE INDICATOR	SURVEILLANCE EQUIPMENT
COMMUNICATION EQUIPMENT	FAX MACHINE	TELECOMMUNICATIO NS 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:** 11/18/2021

**Last Review:** 11/18/2021

**Responsible Office:** Computing Center

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## Policy:

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

The following policies relate to their use:

1. Computer facilities and accounts are owned by the University and are to be used for University-related activities only. All access, including University computing and cloud services to central computer systems and the issuing of passwords, must be approved through the Computing Center. All access to departmental computer systems or University cloud-based services must be approved by the department head or an authorized representative.
2. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-University related business. Incidental use of computer communications facilities by members of the faculty and staff for the purpose of creating and maintaining job efficiency and harmonious working relationships is consistent with this policy.
3. An account assigned to an individual by the Computing Center or a department **must not be used by others**. The individual is responsible for the proper use of the account, including proper password protection. Accounts created for instructional use in a class or for a research project may be shared with the explicit permission from the instructor or administrator requesting the account **and** by the Computing Center or department assigning the account.
4. Students and employees should have no expectation of privacy when utilizing University computing resources. The University reserves the right to inspect, without notice, the contents of computer files, regardless of medium, the contents of electronic mailboxes, the contents of cloud-based storage, systems output regardless of medium, and to monitor network communication when:
  - it is considered reasonably necessary to maintain or protect the integrity, security, or functionality of University or other computer resources or to protect the University from liability;

- there is reasonable cause to believe that the user has violated the Campus Computer Use Policy or otherwise misused computing resources;
- an account appears to be engaged in unusual or unusually excessive activity; or,
- it is otherwise required or permitted by law.

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

- for faculty members, the Provost;
- for staff members, the Associate Vice President for Finance and Comptroller; or
- 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). Software that is no longer supported by the vendor should be avoided as it creates a significant

cybersecurity risk for the University computing environment (Unsupported Operating Systems, web browsers, etc.)

10. Louisiana Tech will address and resolve issues of copyright infringement and has implemented preventive measures **to educate and to ensure proper use of peer-to-peer (P2P) applications** on the campus network and in residential housing. **When a P2P Copyright Violation Notice is received**, (1) The user is identified by examination of log records for the specified IP address and timestamp, (2) Violation details are stored in a database, (3) The user is notified by e-mail and sent a copy of the notice (Students: RIAA notice – user receiving additional notices referred to the Office of Student Conduct and Academic Integrity, a hold placed on registration, and computing privileges suspended; MPAA notice – user referred to the Office of Student Conduct and Academic Integrity, a hold placed on registration, and computing privileges suspended. Employees: notice forwarded to employee and to the immediate supervisor and the 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*).



### EQUIPMENT TRANSFER REQUEST

ASSET IDENTIFIER	DESCRIPTION	TRANSFER TO COST CENTER # AND NAME	NEW LOCATION BUILDING NAME	NEW LOCATION ROOM #

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

\_\_\_\_\_  
Date                      Person Requesting Transfer

\_\_\_\_\_  
Date                      Cost Center Manager

\_\_\_\_\_  
Date                      Person Receiving Property

\_\_\_\_\_  
Date                      Cost Center Manager



**EQUIPMENT DISPOSITION REQUEST**

<b>ASSET IDENTIFIER</b>	<b>DESCRIPTION</b>	<b>BLDG/ROOM</b>	<b>CONDITION OF ITEM</b>

Recommended Disposal: (check one)

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

\_\_\_\_\_  
**Signature of Releasing Cost Center Manager**                      **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 Karl Puljak:

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Committee Meeting Required \_\_\_\_\_

Additional information needed:

\_\_\_\_\_

\_\_\_\_\_

Vice President Dickie Crawford:

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Committee Meeting Required \_\_\_\_\_

Additional information needed:

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Associate Vice President Ramu Ramachandran:

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Committee Meeting Required \_\_\_\_\_

Additional information needed:

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## REQUEST FOR OFF-CAMPUS USE OF TAGGED ITEMS

**COST CENTER NAME** \_\_\_\_\_

**REQUESTING PERSON** \_\_\_\_\_ Please print

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

Asset Ident. # \_\_\_\_\_ Description \_\_\_\_\_ S/N \_\_\_\_\_

Asset Ident. # \_\_\_\_\_ Description \_\_\_\_\_ S/N \_\_\_\_\_

Asset Ident. # \_\_\_\_\_ Description \_\_\_\_\_ S/N \_\_\_\_\_

Asset Ident. # \_\_\_\_\_ 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 Cost Center Property Custodian

\_\_\_\_\_  
Signature of Cost Center Manager

\_\_\_\_\_  
Signature of Property Manager

\_\_\_\_\_  
Date Approved

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



## 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.

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.

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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.

**Note: Security cameras and communications equipment must receive review and approval by Technical Services prior to ordering.**

## Related Links and Resources

- [Louisiana Tech University Purchasing Policy](#)
- [Louisiana State Contracts](#)
- [State Contract \(Computer Items\)](#)
- [Minimum Computer Standards – Established through Computing Center](#)
- [Reimbursement Procedures Memorandum](#)
- [Logo and Brand Usage form](#)

Contracts for Personal Services, Professional Services, Consulting or Social Services must be routed through [concord.latech.edu](http://concord.latech.edu) (for licensed users only).

### 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

## Contact

Purchasing and Procurement

Keeny Hall 408

P.O. Box 3157, Ruston, LA 71272

318.257.4205

318.257.3772 (fax)

**[Purchasing@LATech.edu](mailto:Purchasing@LATech.edu)**



# 5200: Purchasing

**Revision Date:** 06/03/2023

**Last Review:** 10/25/2021

**Original Effective Date:** 10/21/2019

**Responsible Office:** Purchasing Office

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

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## 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** – 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.

**Cost Center, Gift, Grant, Program and Project** – Numbers assigned to differentiate funds, departments and expenses. Questions pertaining to these accounts should be directed to the Comptroller's Office.

**Supplier Invoice Request** – 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 Human Resources.

**Expense Reports** -A refund for purchases paid for by an individual.

**Rushed Check** – A check that is needed before the regular processing time of 10 days.

Procedure:

- Type comment in the Internal Memo section of the Supplier Invoice Request notifying purchasing.
- Explanation of why the emergency exists.
- Checks are normally written every Tuesday and Thursday. The Supplier Invoice Request must be received in Purchasing's Workday Inbox and submitted to the Comptroller by 12:00 PM on either of these days.

**Spend authorizations** -These are submitted to the Comptroller's Office.

**Sponsored Project Approval** -Expenditures of designated grants must have approval in Workday from Sponsored Projects before the purchase can be processed. Any questions concerning these grants should be directed to Sponsored Projects.

## 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:

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.

When completing a request, tell a complete story, someone unfamiliar with your purchase should be able to read the request and fully understand what is happening and why.

Purchase office supplies through the required State Contract vendor.

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](https://www.doa.la.gov/Pages/osp/contracts_index.aspx)

Refer to the "Purchasing Procedures" for guidelines on purchases up to \$10,000, Purchases over \$10,000 but less than \$20,000, Purchases over \$20,000 but less than \$30,000, and purchases over \$30,000. The splitting of purchases in order to circumvent the bid law and to stay within the bidding thresholds is not permitted.

Security cameras and communications equipment must receive review and approval by Technical Services prior to ordering.

Follow guidelines and secure special approvals for purchases of food through Aramark; purchasing and serving of beverages which are Pepsi products ONLY.

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](https://www.latech.edu/documents/2018/05/policy1309_logo-brand_usage_approval_form_fillable.pdf)

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.

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.

Grant purchases will route to approval from Sponsored Projects. Student Technology accounts must be routed to the Provost and President.

Attach all forms required in addition to the request (i.e. spend authorization, meal form, logo approval, etc).

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 2020-21

### Purchases up to \$10,000

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 \$10,000 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 \$10,000, but less than \$20,000

Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding ten thousand dollars (\$10,000), but not exceeding twenty thousand dollars (\$20,000).

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 \$20,000, but less than \$30,000

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 twenty thousand (\$20,000) but not exceeding thirty thousand dollars (\$30,000).

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 entrepreneurship, 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 entrepreneurship, or veteran or service connected disabled veteran-owned small entrepreneurship 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 \$30,000

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 2020-21; 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, including electronic publications and subscriptions, and/or copyrighted materials purchased directly from the publisher or copyright holder;
- 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 ;
- 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, 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, 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 per course training not exceeding thirty thousand dollars (\$30,000), where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
- 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 thirty thousand dollars (\$30,000) per transaction;
- Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints;
- 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, etc., not to exceed thirty thousand dollars (\$30,000) per transaction;
- Mailing list rentals or purchases ;
- Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation.
- Registered breeding stock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry and a specialist of Louisiana State University to be designated by the head of the College of Agriculture; and
- Other livestock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry, provided that the cost per head does not exceed \$1,500.

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:
  - 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 thirty thousand dollars (\$30,000); and/or
  - Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable;
- Convention and meeting facilities including security services if applicable , 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 covered by competitive state contract;
- 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 thirty thousand dollars (\$30,000);

- 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.

## 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 \$150,000 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 request in Workday 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.

## 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.

- 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.
- 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 a partial receipt in Workday. 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 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 request must be submitted in Workday 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 requests 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 requests 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 requests staggered to arrive in the Purchasing Department with the same date and/or requests to the same vendor, similar vendors or for like or similar commodities.
- Recurring pattern of requests 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 requests it interprets in possible violation of Executive Order. If requests are combined by the Purchasing Department, the necessary bids will be solicited unquestioned, unless the request 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 bids – 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 request. Contact Purchasing for help in determining this information.

The website for Louisiana Office of State Purchasing is: <https://www.doa.la.gov/doa/osp/agency-resources/featured-contracts/>

Memberships, conference fees, registration fees, deposits, airline tickets, etc., must include the information of **who, what, where, and when**.

## 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 – Supplier Invoice Request

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

These requests will be processed as a Supplier Invoice Request and sent directly to the Comptroller’s Office for payment. A Purchase order will not be issued.

## Rejection of forms

The Purchasing Office normally will reject requests when:

- The items are not relevant to the effective operation of the University and do not benefit the State of Louisiana.
- Statement, packing slip, or acknowledgment is attached rather than an invoice.
- The attached invoice is made out to an individual. Invoices must read Louisiana Tech University or Department of \_\_\_\_\_. Receipts for reimbursement 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, spend authorizations, specifications)
  - Incomplete specifications.

## Special Instructions

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

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.

Requests must have the following forms attached when applicable:

- Authorization Form – Professional Services – Consultant – Honorarium requests for professional services must have the completed form attached .
- 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 request for food or meals.

## Spend Authorization

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

Complete specifications – 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 bid. The unit of the item must also be specified such as 1 each, 1 pkg., 1 case, etc.

Unit price and amount – Please leave this blank on Request for Bids or Quotation.

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.

## Expense Report

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

Effective July 1, 2023, the following changes are implemented in the reimbursement process:

- Reimbursements are limited to \$500.00 per reimbursement with an annual cap of \$1,000.00 per employee in a fiscal year.
- Reimbursement requests must be initiated within 30 days of the expenditure.

For additional guidance, please refer to Purchasing Procedure Memorandum dated June 1, 2023, found on the Purchasing website: <https://www.latech.edu/documents/2023/06/reimbursement-procedures-memorandum-2023.pdf/>.

## Procedure in Submitting For Payment

Attach in Workday the original itemized receipt that states vendor name and address, identifies items purchased, gives date purchased and indicated payment was made. All items listed on the receipt must be itemized individually on the Expense Report. Purchases must be reimbursed within the fiscal year they were made.

## 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 cannot purchase the "home/retail" versions of these devices to connect to University systems and networks. Faculty/Staff cannot purchase computers, tablets, iPads and seek reimbursement. This equipment must be purchased through a University Purchase Order with prior approval from the University's IT Staff.
- In order to conform to the State tagging/Property guidelines for computer purchases, the purchasing card is not 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.



# 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

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## 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.

# Policy 5216 – Purchasing Card (LaCarte)

**Revision Date:** 5/23/2023

**Last Review:** 5/23/2023

**Original Effective Date:** 11/1/2002

**Responsible Office:** Purchasing Office

**References:** Office of State Procurement

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## 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 is by signature (paper log). Likewise, the designated approver's approval is by signature (paper)
- 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.
- WORKDAY – Louisiana Tech’s online system that includes user profiles and transaction workflow.
- 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
- Cardholder’s social security #
- Cardholder’s job title
- University cost center/program/project/grant 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 the approved University account and spend category 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 the Workday 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 three fiscal years.

- a. 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.
  - b. The purchasing card program administrator agreement form will be completed by the Director of Purchasing and maintained with other cardholder information. A copy with proof of passing the on-line exam will be sent to the President and the Director of Internal Audit.
4. The Office of Purchasing will receive and issue purchasing cards and maintain a database that includes the card application, date card is received, date card is issued and date card is returned by cardholder.

## Monthly review process

Within 5 working days of the close of each month, cardholder will review each transaction.

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, spend category 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 approvals in Workday 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 three 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 Workday System are backed up for archival purposes.
- Each Year, the Office of Purchasing shall provide training on purchasing card use, Workday system and annual changes in the system.

# Purchasing card cardholder's guide

1.

## I. Overview

### A. Louisiana "LaCarte" Purchasing Card

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

### B. How Your Card May Be Used

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

1. the transaction does not exceed \$5,000, including shipping and handling charges;
2. the transaction does not fall within one of the merchant groups/spending categories excluded by cardholder request;
3. the transaction does not involve a purchase of one of the types listed in Exhibit I.

### C. Purpose and Benefits of Using the Purchasing Card

1. To simplify and reduce costs of the purchasing and payment process for material orders and services under \$5,000 where applicable. The cardholder uses the card to make the purchase from suppliers without completing purchase orders or requisitions. All necessary service contract procedures must be followed; only the method of payment has changed.
2. To simplify and reduce the number of invoices processed by Accounts Payable. One monthly invoice is paid to Bank of America versus handling large volumes of low dollar invoices.
3. The Purchasing Card process pays the suppliers within two business days of requesting payment for merchandise provided.

### D. Purchasing Card Cycle

1. Suppliers receive remuneration from Visa within two business days of requesting payment for merchandise provided.
2. Adhere to all provisions herein.
3. Statements are received each month. Cardholder and approver reviews statement for appropriate charges, attaches receipts for each charge, signs statement and forwards statement to the Purchasing Office.
4. Louisiana Tech University remits payment to the Bank of America by the 30th business day of each month.
5. Individual charge transactions are received electronically each month and down loaded into the University's Accounting system to allow charges to be posted to each cardholders FIS account.

## II. Cardholder's Responsibilities

#### A. General Responsibilities

1. The card is used for payment of materials and services under \$5,000 (including shipping and handling charges). The transaction and credit limits on the card have been approved by the Approver, Comptroller, 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. Report any lost or stolen cards immediately to the Bank first and then the Purchasing Department. The bank will immediately cancel the card and forward a replacement card within three to five business days.
2. To report lost or stolen cards, contact Bank of America at 888.449.2273.
3. 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:
  - a. Never display their Card Account Number around their work area.
  - b. Never give his or her Card Account Number to someone else without his or her Program Administrator's permission.
  - c. Never email full account numbers under any circumstances.

#### J. Declared Emergency Use

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

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

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

#### K. Corporate Business Account (CBA) Requirements/Guidelines

1. All CBA transactions must be in accordance with PPM49 guidelines, State Liability Travel Card and CBA Policy, Purchasing Policies, Rules and Regulations, Louisiana Statutes and/or Executive Orders.
2. The purpose of CBA is to provide a tool to purchase airfare and payment of high dollar travel expenses only, as per current State Liability Travel Card and CBA Policy. There is not a plastic card issued for these accounts.
3. The account(s) are issued in the name of the department authorized to have a CBA account. The Purchasing Department will designate an administrator/authorizer per authorized account. Each administrator has the same duties, obligations and responsibilities as a cardholder, as outlined throughout this policy. 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 obtained online from the Louisiana Tech Purchasing Department 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:** 9/28/2021

**Last Review:** 9/28/2021

**Original Effective Date:** 10/3/2003

**Responsible Office:** Office of Human Resources

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## Policy:

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 (annual training required per Louisiana state guidelines)
- Sexual Harassment (annual training required per Louisiana state guidelines)
- Safety Rules and Responsibilities
- Drivers Safety and Accident Reporting/Investigations
- Emergency Preparedness
- Preventative Maintenance/Hazard Control
- Blood Borne Pathogens and First Aid
- Drug Free Workplace
- Violence in the Workplace
- Americans with Disabilities Act
- Bonds, Crimes and Property Control
- Computer Use Policies

## Definitions:

N/A

## Procedures:

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

# Appendix G



Louisiana Tech University

# Bonds, Crime, and Property Program

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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.

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## 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:

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



## 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/) (<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, valued at \$500 and above, 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](https://www.latech.edu/administration/policies/p-5200/) can be found online at <https://www.latech.edu/administration/policies/p-5200/> 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 \$10,000 - competitive bids are not required, but the purchase price must be competitive and reasonable.
- Purchases over \$10,000, but less than \$20,000 - price quotations shall be solicited from three (3) or more bona fide, qualified vendors.
- Purchases over \$20,000, but less than \$30,000 - 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 \$30,000 - 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 \$150,000, 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 \$10,000, 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: <https://www.doa.la.gov/doa/osp/>.
- CHECK TO ACCOMPANY ORDER – When a check is required, current documentation of price and order information must be attached to the supplier invoice request.
- PAYMENT OF INVOICES – Invoices are paid on with a supplier invoice request when a purchase order was not issued prior to the receipt of the goods.
- PAYMENT FOR SERVICES – Checks are also issued from an invoice for Honorariums and Professional Services after the services have been performed. The Professional Services Contract should be added as an additional attachment to the supplier invoice request.



## Louisiana Tech University

### Purchasing

#### Payment Methods

- **SUPPLIER INVOICE REQUEST** – Invoice from supplier to be paid without purchase order.
- **PURCHASE ORDER** – Issued to vendor after requisition approval and correct price documentation attached.
- **EXPENSE REPORT**– Reimbursement to an individual for cash payment of smaller purchases on behalf of the University.
- **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.

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## 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.)

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## Louisiana Tech University

### Purchasing

#### Purchasing Card

- Each month, the Cardholder is required to:
  - Scan and upload into Workday all receipts
  - Certify that each transaction was made within University and State Purchasing card policies
  - Assign a University account & spend category to each transaction
  - Attach all original receipts for purchases that month to the p-card statement
  - 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 \(https://www.latech.edu/administration/policies/\)](https://www.latech.edu/administration/policies/).

#### 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 Vice President for Finance 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:

Lisa L. Cole  
Vice President for Finance  
Telephone: 257-5222  
Email: [lcole@latech.edu](mailto:lcole@latech.edu)

Ann White  
Property  
Telephone: 257-2742  
Email: [awhite@latech.edu](mailto:awhite@latech.edu)

Melissa Hughes  
Purchasing  
Telephone: 257-4205  
Email: [mhughes@latech.edu](mailto:mhughes@latech.edu)

# 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:**

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## 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 &amp; 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 KEYS**Received By  
Whom: \_\_\_\_\_Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_

## FOB Policies and Procedures Office of Admissions

Rev 9-23-2022

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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 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 Assistant AD for Internal Operations / Senior Associate AD for Competitive Excellence 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 Assistant AD for Internal Operations / Senior Associate AD for Competitive Excellence.
- 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 Assistant AD for Internal Operations / Senior Associate AD for Competitive Excellence.
- 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 Assistant AD for Internal Operations / Senior Associate AD for Competitive Excellence 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 Assistant AD for Internal Operations / Senior Associate AD for Competitive Excellence.

## **School of Biological Sciences RFID Enabled Campus ID Card Policy - Carson Taylor Hall**

**Revision Date:** 10/03/2023

**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 card. RFID enabled campus ID cards are issued through the Tech Express office, with access granted to specific campus locations.

Because KEYS/FOBS/RFID enabled campus ID cards allow entry to Carson-Taylor Hall during times the building is normally locked, requesting and issuing a RFID enabled campus ID card access must be documented. Faculty and staff members assigned to Carson-Taylor Hall can be issued RFID enabled campus ID card access for the building. Students having access to Carson-Taylor Hall will use their campus issued RFID enabled campus ID card exclusively. To request RFID enabled campus ID card access, a request must be submitted to the School of Biological Sciences' main office.

### **Purpose:**

- To ensure that all Carson-Taylor Hall KEYS/FOBS/RFID enabled campus ID cards are accounted for and used appropriately
- To implement a tracking system for all Carson-Taylor Hall KEYS/FOBS/RFID enabled campus ID cards
- To ensure the safe access and security to all persons in Carson-Taylor Hall

### **Procedure**

In order to obtain RFID enabled campus ID card access to Carson-Taylor Hall the following procedures are required:

(Note – The School of Biological Sciences does not issue building keys, and no longer issues FOBs, for access to Carson-Taylor Hall.)

1. A request for Carson-Taylor Hall access must be forwarded to the School of Biological Sciences from the unit head of the requesting University faculty member's or staff member's appropriate unit. In the case of requests for student access to the building, the request, with justification, must come from that student's advisor or research mentor.
2. Following approval of the request for access, the faculty member's, staff member's, or student's RFID enabled campus ID card will be coded to grant access to the building.
3. Upon termination of employment with the University, access to Carson-Taylor Hall will be cancelled.

### **In the event a RFID enabled campus ID card is lost:**

1. Report the loss of the RFID enabled campus ID card to the School of Biological Sciences immediately.
2. Access to Carson-Taylor Hall using the lost RFID enabled campus ID card will be terminated.

## 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 Controlled Access Procedures

- The College of Business uses the University controlled access system to grant access to the building and various offices and labs. For safety and security, access will be limited to those with a valid University ID, and or FOB and need to access certain areas.
- The College of Business will maintain the database of FOBs and IDs assigned to individuals needing access to controlled access areas, of the College of Business Building. The inventory will be maintained in the 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 on an as-needed basis.
- 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 to ensure that access to the building and or certain areas are still needed.
- 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 or ID card being lost or stolen. It will then be disabled in the controlled access system.

## **Key Fob Policy**

### **Louisiana Tech Information Technology Division/Computing Center Key Fob Policy**

The Louisiana Tech Information Technology Division utilizes electronic access controls to protect key areas. Access is assigned based on need and is granted by the CIO , 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 Information Technology Division 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 Information Technology Division management will review the Reader Access Report annually to ensure access privileges are appropriate.

Louisiana Tech Information Technology Division 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 IT and Infrastructure 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 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 Director or designee.

Revision Date 10/02/2023



## **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 13<sup>th</sup> Floor and University Hall (lower level) 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. Graduate students will have 24-hour access to the studios of Hale Hall, FJ Taylor Visual Arts Center and University Hall, as appropriate.

Undergraduate 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; IDES 154, 252, 253, 254, 352, 353, 354, 451, 452, 453, 454 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
- University Hall access is available to selected STUD and GRDS students 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/card is lost or stolen, report it to the Director of the School of Design so the fob/card can be deactivated. If a student loses a fob/card, a new one must be purchased/acquired. The number of the new fob/card will be entered in the computer and that fob will be given access to the appropriate facilities.

**Note: Any form of abuse or misuse of the privilege of after-hours access to Hale Hall, FJ Taylor Visual Arts Center, Wyle Tower 13<sup>th</sup> Floor or University Hall will result in forfeiture of the privilege.**

Amended: 30 August, 2023

Revised 2021-09-30

## 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, and students 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.

# George T. Madison Hall

## Building Access Policy

2023

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 RFID Campus ID (University ID) card for after-hours and weekend access. The inventory will be maintained in the RFID access control server. The Dean or Associate Dean of Liberal Arts grants access to faculty and staff who work in the building. Access may also be granted to Graduate Assistants, graduate students, and undergraduate students per the department's request in writing.

### RFID CAMPUS ID CARDS

Each person requiring 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.

### NOTES ABOUT RFID

If for some reason the RFID sensor fails to unlock the door, campus police may be contacted to unlock the door. Also, notify the Associate Dean's office (GTMH 104) so the problem with the RFID can be resolved.

When exiting the University at the end of one's employment, the RFID Campus ID card will be turned in to Human Resources and deactivated.

### SAFETY AND SECURITY

Individuals shall not let others borrow his/her key fob/RFID Campus ID card

Individuals are not to let others into George T. Madison Hall without permission

Individuals shall not prop open doors, allowing others access to George T. Madison Hall

Individuals should George T. Madison Hall for work and respect other individuals doing the same

If an RFID Campus ID card is lost or stolen, report it to the Associate Dean's Office so it can be deactivated.

If an individual loses an RFID Campus ID card a new one must be purchased/acquired through the Tech Express Office

If any form of abuse or misuse of the privilege of after-hours access to George T. Madison Hall may result in forfeiture of the privilege.

# 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



## FOB Policy and Procedures

### Physical Plant Department

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

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

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

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

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

# Louisiana Tech University Residential Life Key/Key Fob/RFID Campus ID Card Policy

## Purpose

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

## Policy Detail and Instructions

### **Departmental Responsibility for Control of Campus Keys and Key Fobs**

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

### **Issue of Campus Keys/Fobs/RFID Campus ID Cards**

All employees and students of Louisiana Tech University are eligible to hold keys, fobs, and/or be given access via RFID Campus ID Cards for areas to which they need access on a daily basis to perform their jobs. All requests for permanently issued keys, fobs, and/or RFID Campus ID Cards 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 2023**

## **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 2023**

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

3. Purpose

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

4. Policy

- j) 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.
- k) A user may request building access privilege by filling out the University Hall Building Access Request form.
- l) The Tenant Services & Buildings Coordinator will approve or deny all building access requests.
- m) 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.
- n) 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.
- o) 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.
- p) 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.)
- q) Upon termination of employment for any reason employees will be required to turn in key fobs to the Tenant Services & Buildings Coordinator.
- r) 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 Office of the Dean in the College of Education and Human Sciences will maintain the database of FOBs 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 Office of the Dean. Privilege will be granted through the Office of the Dean.
- Periodically, a FOB inventory list will be distributed to the Office of the Dean for a review to ensure that FOB holders continue to need access.
- FOBs are to be returned to the Office of the Dean 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 the Dean 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 and Human Sciences 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 12<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> 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 11<sup>th</sup> and 14<sup>th</sup> floors.
- The BARC will provide and monitor access privilege for persons on the 2<sup>nd</sup> and 3<sup>rd</sup> Floor.
- The School of Architecture will provide and monitor access privilege for persons on the 13<sup>th</sup> 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 Policy and Procedures**

The purpose of this policy is to establish and implement procedures for access control to the Academic Success Center Bossier and to ensure safe access and security to all Louisiana Tech University buildings. Electronic access to buildings is available through radio frequency identification (RFID) enabled Campus ID cards or key chain fobs issued by individual facility administrators. Each area controlling the facility shall maintain a policy for its area of responsibility.

This section outlines the process of issuing access cards, including eligibility criteria, application procedures, and required documentation. It may also cover the responsibilities of the cardholder and the security measures in place to protect the cards from unauthorized duplication or misuse.

### **I. POLICY**

- A. Access to University facilities through the electronic system is authorized by the administrators for each area controlling the facility. Access is assigned based on need and is granted by the appropriate Director or designee. 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 its area of responsibility.
- B. University-wide key control policy is to ensure that all University keys are accounted for and used appropriately and to implement a tracking system for all University keys. The Key Policy is established to ensure accessibility to University facilities while maintaining a safe and secure campus. Policy 4106 – Keys for Offices and Buildings.
- C. Louisiana Tech IT and Infrastructure department and Computing Center utilized electronic access controls to protect key areas. The IT department is the authorized agent for the installation, maintenance, and control of all locks and keys/access cards for the University buildings. This responsibility includes the design of lock systems and maintenance.
- D. The ASC 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 Director of the ASC is responsible for issuing and tracking FOBs/key cards and maintaining accurate records.

- E. Card Programming: The FOBs/key cards encode the appropriate access for individuals with permissions to designated area(s). The Director of the ASC uses the card management system to program FOBs/key card access. 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 daily to perform their jobs.

*\*Employees who enter the Academic Success Center using their RFID Campus ID Card, after-hours, will set off Bossier Parish Community College's building alarm system. This will automatically dispatch the Bossier Police Department. Please submit requests to the Director of the ASC for authorization.*

- F. Assignment of Access Permissions: Access permissions are assigned to individuals based on their job roles, responsibilities, and the need-to-know principle. Only authorized personnel who require access. Individuals must be issued one FOB/key card access at the lowest level in the locking system hierarchy that is necessary to provide the required access. The access control system will maintain who authorized access, the date of authorization, and specific areas granted access.
- G. Designation of Areas: Louisiana Tech University determines the specific areas within the facility that requires restricted access. This could include sensitive areas such as IT server rooms, technology computer labs, executive offices, or storage areas containing University valuable assets.
- H. Departments offering programs/courses at the ASC will notify the ASC of the separation of an employee from employment or if access is no longer needed. FOBs/key cards are to be returned to the ASC at the separation of an employee from University employment. Periodically, a FOB/key card inventory list will be generated for review by the Director of the ASC to ensure access holders continue to need access.
- I. Time and Schedule Restrictions: Under the collaboration agreement, shared spaces will have unlimited access to their designated/assigned work area(s). Access is granted appropriately to Louisiana Tech employees according to hours of operation and instructional learning designated at the Academic Success Center Bossier.

## **Hours of Operation**

Monday-Friday 8:00 a.m.-5:00 p.m.

(Exterior doors/BPCC entry door secures daily from 4:00 p.m.-8:00 a.m.)

Summer Quarter Hours 7:30 a.m.-12:30 p.m. (June-Labor Day)

*\*Please note that Louisiana Tech University operates on the quarter system and may have*

*University closures are different than Bossier Parish Community College. Signage will be displayed to the public.*

## **Bossier Parish Community College**

Monday-Friday 6:00 a.m.-10:00 p.m. (Building hours)

*\*Employees who enter the Academic Success Center using their RFID Campus ID Card, after hours, will set off Bossier Parish Community College's building alarm system. This will automatically dispatch the Bossier Police Department. Please submit requests to the Director of the ASC for authorization.*

J. Bossier Parish Community College requires the presence of their security/Bossier Police Department when any employee is on campus. It is required that Louisiana Tech personnel be present for any after-hour events held in the Academic Success Center. All after-hour requests must be sent to the Director of the ASC for prior approval.

K. Monitoring and Logging: Access control systems often log access events, recording details such as the cardholder's identity, date, and time of access, and the area accessed. These logs serve as an audit trail and can be used for security investigations or compliance purposes.

L. Ongoing Monitoring and Compliance: The university may conduct periodic audits or reviews to ensure that access is limited to authorized individuals and that the terms of the

agreement is being followed. This helps maintain security and adherence to access policies.

- M. It is a violation of University policy for any individual to duplicate any key/access card issued by the University. Only the Director of the Academic Success Center is authorized to approve the duplication of keys/access cards. All duplicates will be documented.

## II. PROCEDURES

### **Requesting Key Fob(s) or Access Card(s)**

- 1) Submit all requests for access to Louisiana Tech University Academic Success Center areas to [ASC@LATech.edu](mailto:ASC@LATech.edu) or call 318.383.5770.
- 2) Authorization for Access – the Director of the Academic Success Center approve all access card requests.
- 3) Access Request Process: The non-university entity would need to follow a formal access request process established by Louisiana Tech University. This process would typically involve submitting a request for access to specific areas, providing necessary documentation, and obtaining approval from the Director of the Academic Success Center.
- 4) Individuals with legitimate needs who do not have a Louisiana Tech University ID card (key card) will complete a key control agreement, and relevant identifying information will be entered into the access control system, and the individual will be assigned a numerated key card to be granted needed access.
- 5) Louisiana Tech University will only issue one FOB/key card per person.

### **General Policy**

- 1) All keys/access cards are the property of Louisiana Tech University Academic Success Center.
- 2) Access card(s) will be issued based on the need for access, not for convenience.
- 3) An Access Card Agreement will be generated for each FOB/key card, and all cardholders must personally sign for the FOB/key card they are issued.
- 4) Once notified of approval of the submitted request, pick up the requested key/access card in building H-408 by the end of the week. Please bring your government-issued identification for verification purposes. Failure to pick up the access card will result in the voiding of the access card and agreement.
- 5) Access Card(s) should remain in the possession of the individual whose name appears on the Access Card Agreement.

- 6) Access Card(s) should not be used to open doors for anyone other than the cardholder unless authorized and supervised by the Director of the ASC.
- 7) At any time, ASC staff may ask to see access cards to verify that the card is in the cardholder's possession.
- 8) The Director of the ASC reserve the right to remove access from cardholders should they deem necessary.
- 9) Falsification, Forgery, and/or Dishonesty
  - Loaning, transferring, giving possession of, misusing, modifying, or altering the access card is prohibited.
  - Causing, allowing, or contributing to the making of any unauthorized copies of the access card is also prohibited.
  - Should such a violation be discovered, the appropriate Security/Police or Administrator(s) will be notified for appropriate action.

### **Returning Access Cards or Key Fobs**

- 1) Departments offering programs/courses at the ASC will notify the ASC of the separation of an employee from employment or if access is no longer needed. FOBs/key cards are to be returned to the ASC at the separation of an employee from University employment.
- 2) 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 ASC is primary, but Active Directory provides backup de-activation.
- 3) If the employee is transferred, resigns, or terminated the Supervisor should take any key/access cards from the employee and send an email immediately to [ASC@LATech.edu](mailto:ASC@LATech.edu) to notify the director and staff. Please provide the necessary details, such as the employee's name, position, and termination date. The email enables
- 4) The Director of the ASC initiates the process of revoking access promptly and helps maintain the integrity of the access control system and mitigates any potential risks associated with unauthorized access.
- 5) The supervisor must return key/access card(s) to the Director of the Academic Success Center is in building H-408 of the Louisiana Tech Academic University Success Center-Bossier or to Louisiana Tech University mailbox located in building A – Bossier Parish Community College Human Resources. All FOB/key cards are the property of the University and must be returned upon termination of employment. Obsolete or unneeded keys must be returned to the Director of the Academic Success Center for disposal.



- 6) Lost, stolen, missing, or damaged access cards must be immediately reported to the director of the Academic Success Center Bossier at 318.383.5770 or via email at [ASC@LATech.edu](mailto:ASC@LATech.edu).

### Levels of Key Access

Type of Key / Access Card	Level of Access	Authorized Users	Rules of Issuance
VRC Access	Specific access to assigned/designated shared area. (Same MOU partnership agreement with access to the VRC.) LATECH 4th floor classrooms and conference room, contact the Director of the ASC or staff for prior approval.	Veteran Resource Center department staff and BPCC Administration.  BPCC assigned staff  LATech VRC staff	BPCC Administration  Louisiana Tech Provost
ASC Instructor Access LATECH ASC Staff	Access to exterior doors during hours of operation. Access granted to first floor: designated faculty shared office, copy room, Enrollment Center, Tech designated classrooms. (1st & 4th floors)	Louisiana Tech University faculty/staff assigned to the ASC or authorized/approved for event, meeting, training, or instruction.	Louisiana Tech department head, designated administrative assistant, Academic Affairs, or contact the Director of the ASC.
3rd Party Access	Louisiana Tech designated areas/floors, custodial closets, classrooms, meeting rooms, event space, and exterior office entrances.	ABM Account Mgr. (1) Custodian Supv. (2) Custodian Day/Night (2)	Issued by ABM Account Mgr./BPCC Facilities Manager to designated personnel.
ASC All Access	Louisiana Tech Academic Success Center	Louisiana Tech staff reports to the Director of the ASC and ASC primary office.	Director of the ASC
ASC All Access	Building H	BPCC Security Bossier Police Dir./Sup. BPCC Facilities (& designated staff)	BPCC Administration Louisiana Tech Administration

## 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 2023

# 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 and Science 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.\*

### Howard Auditorium FOB/Key Card 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 Howard Auditorium. 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 School of Music. Privilege will be granted through the Director of the School of Music.
- Periodically, a FOB/ID inventory list will be distributed to the School of Music for a review to ensure that FOB holders continue to need access.
- Departments will notify the Director of the School of Music of the separation of an employee from employment or if access is no longer needed. FOBs are to be returned to the Director of the School of Music 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 Director of the School of Music 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 School of Music.