



BOBBY JINDAL
GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM OSP 14-03

To: All AGPS Users, Purchasing Directors, Purchasing Departments, and Business Managers

From: Sandra G. Gillen, Director *Sandra G. Gillen*

Date: September 3, 2013

Re: Low Dollar Order (LDO) Amount Increased to \$5,000

Effective immediately, the low dollar order amount in AGPS has been increased to \$5,000. This is in concert with the Small Purchase Executive Order that does not require competition for purchases not exceeding \$5,000 per single purchase transaction. Property to be tagged remains unchanged if the value is \$1,000 or more in accordance with LAC Title 34, part VII, §307.

If paid for with the LaCarte Purchasing Card, as indicated in the memorandum from Assistant Commissioner, Jan Cassidy, on August 6, processing the LDO's through the state's systems (i.e. ISIS, AFS or LaGov) is not required.

If your agency chooses to process the LDO's through AGPS, they must meet certain requirements before the order is input into AGPS.

- The total amount of the purchase must be equal to or less than \$5,000.
- The goods must have already been received.
- The agency must have an invoice from the vendor.

Please distribute this memorandum to the appropriate staff within your agency. For your convenience, this OSP memorandum may be accessed on our website at www.doa.louisiana.gov/osp under the Agency Center.

Attached for your convenience is the memorandum of August 6 referenced above. If you have any questions, please contact this office.

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State of Louisiana

Division of Administration
Office of the Commissioner

MEMORANDUM

TO: Agency Heads, Undersecretaries, DOA Section Heads, Agency Purchasing Personnel,
Agency Purchasing Card Program Administrators

FROM: Jan B. Cassidy, Assistant Commissioner
Procurement and Technology

A handwritten signature in black ink that reads "Jan B. Cassidy".

DATE: August 6, 2013

RE: Low Dollar Goods, Supplies, Operating Services and Major Repairs Expenditures of
\$5000 and below

In an effort to improve our payment time to the vendors and streamline low dollar expenditure processing, effective immediately, I am requesting that whenever possible, payments for valid business purchases at or under the value of \$5000 be made with the State of Louisiana "LaCarte" Purchasing Card. When this payment method is used, processing through the state's systems (i.e. ISIS, AFS or LaGov) is not required.

Agencies are reminded that the Procurement Card program is not intended to replace current Purchasing Policies, Rules and Regulations, Louisiana Statutes, or Executive Orders. Compliance with the requirements of the State of Louisiana Corporate Liability "LaCarte" Purchasing Card Policy, including the single transaction limits of \$5000 per cardholder, is also required.

When making a purchase paid for with the "LaCarte" Purchasing Card, advise the vendor at time of order placement that you will be making a credit card payment with the state's "LaCarte" Visa Purchasing Card.

The Division is working with its card vendor to provide additional tools to agencies that should further automate the reconciliation process associated with these "LaCarte" card payments. As these tools become available, we will advise your agency program administrators. In addition, when required, the Office of State Travel is ready to assist agency program administrators with this initiative.

Please contact Tammy Toups, Assistant Director of Travel, at tammy.toups@la.gov with any questions or concerns.

Thank you in advance for your participation.