



PERMANENT MEMORANDUM 77

University Procurement and Contracting

POLICY DIGEST

Monitoring Unit: Finance & Administration
Initially Issued: January 15, 2015
Last Revised: July 21, 2023

I. PURPOSE

Permanent Memorandum 77 establishes the University's comprehensive procurement policy pertaining to the acquisition of goods and services, including contract administration for LSU entities exercising procurement and contracting autonomy under the Higher Education Procurement Code.

II. DEFINITIONS

Procurement: the process by which the ownership or use of goods or services are acquired. Procurement includes but is not limited to description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. Procurement oversight is not intended to substitute for management decisions or to supersede technical expertise provided by faculty and staff in other professional fields.

Agreements/Contracts: any written form of documentation legally obligating the parties to a particular transaction, also referred to as a contract, which includes language related to pricing, deliverables, statement of work, insurance, indemnification, rights, and responsibilities of either party.

Goods: all property including but not limited to equipment, materials, supplies, insurance, license agreements for software and leases on real property; excludes a permanent interest in land.

Services: the furnishing of labor, time, or effort by a vendor which may involve, to a lesser degree, the delivery or supply of a product, incidental to the required performance. Services include professional, design services, specialty, personal, social, and consulting services.

III. HIGHER EDUCATION PROCUREMENT CODE AND APPLICABLE REVISED STATUTES

A. Authority

The Higher Education Procurement Code (HEPC), as authorized by [R.S. 17:3139.5](#) and codified at Title 34 Part XIII of the [Louisiana Administrative Code](#), promotes the development and use of procurement processes that advance the pursuit of excellence and the best interests of the University while maintaining the highest possible integrity, broad based competition, fair and equal treatment of the business community, and increased economies and efficiencies for the University. The HEPC is in lieu of state government statutes when the University procures goods or services or enters into contracts.

Construction and construction-related contracts are not covered by the HEPC and are governed by [R.S.38:2211](#)-2261. Authority for the oversight and operation of the HEPC is vested in the University's Chief Procurement Officer (CPO).

B.

University/Campus	State
Executive Vice President & Provost	Division of Administration
Executive Vice President for Finance & Administration	
Vice President for Legal Affairs & General Counsel	
Associate Vice President & Chief Technology Officer	
Risk Management	
Facility & Property Oversight	
Sponsored Programs	
Research and Compliance	

D. Retention

Dissemination and retention for official records, contracts, and any pertinent information relevant to the procurement of goods and services or contractual obligations of the University covered by this PM shall be the obligation of Procurement Services, unless otherwise delegated.

Exceptions for retention include: research and sponsored programs; intellectual property rights and licensing; insurance policies; and approved form templates wherein delegations have been granted.

B. [Louisiana Administrative Code](#)

C. [R.S. 17:3139.5](#)

D. [R.S. 38:2211](#)